

CASASIN, Thomas B.

HOUSE SELECT COMMITTEE ON INVESTIGATIONS STAFF MEMORANDUM

FILE TITLE/NUMBER/VOLUME: \_\_\_\_\_

Personnel file: \_\_\_\_\_

Thomas D. CASASIN [ ]

SYNOPSIS DATES: \_\_\_\_\_

CUSTOMER UNIT/LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

REMARKS, IF ANY: \_\_\_\_\_

DATE	DESCRIPTION	INITIALS	REMARKS
02/17/68	Received from [ ]	[ ]	[ ]

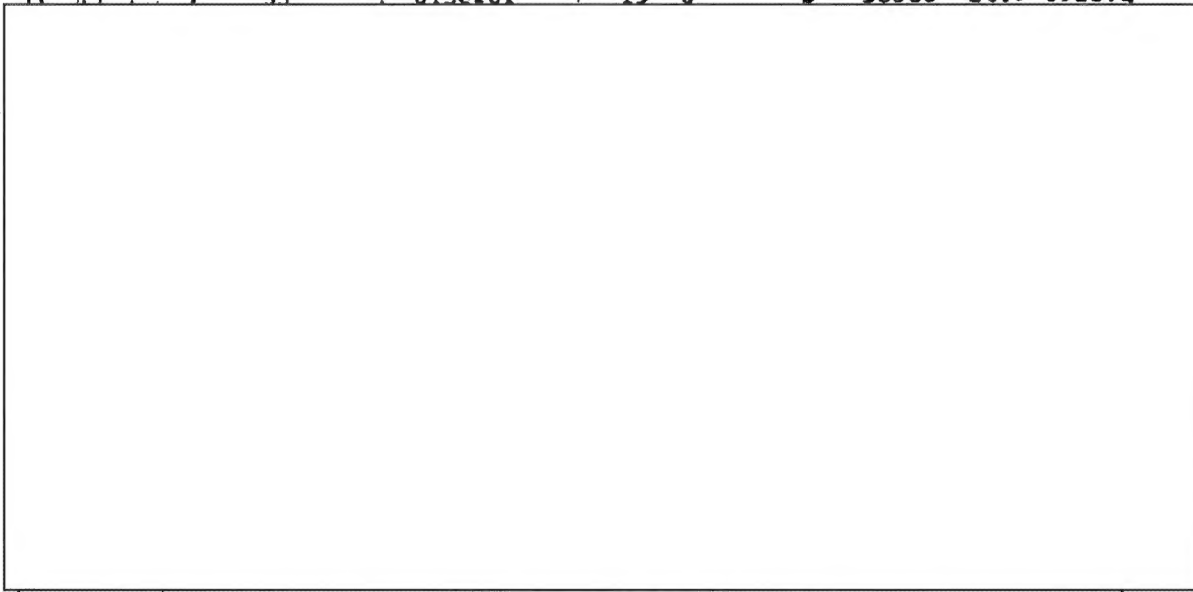
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NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER 0037033		2 NAME (LAST FIRST MIDDLE) CRAWFORD THOMAS R.		PREPARED: 08/23/74	
3 NATURE OF PERSONNEL ACTION CONTRACT TERMINATION (033Mh71)			4 EFFECTIVE DATE MO   DA   YE 08   26   74		5 CATEGORY OF EMPLOYMENT CAREER ASSOCIATE (F)
6 FUNDS		7 TO V	8 TO O	7 CAN AND NSCA 4136-4292	
		9 TO V	X 10 TO O	8 CSC OR OTHER LEGAL AUTHORITY	
9 ORGANIZATIONAL DESIGNATIONS USE DIRECTORATE CORRECTION DIVISION UNSAVANT			10 LOCATION OF OFFICIAL STATION		
11 POSITION TITLE OPERATIONS OFFICER		12 POSITION NUMBER		13 CAREER SERVICE DESIGNATION	
14 CLASSIFICATION SCHEDULE (GS 18 OR)		15 OCCUPATIONAL SERIES	16 GRADE AND STEP	17 SALARY OR RATE	
		012601	15 0	GUG: 020363 \$ 36000 LEI: 052874	



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NOTIFICATION OF PERSONNEL ACTION								
1. SER. NO.		2. NAME (LAST FIRST MIDDLE)						
		CASASIN THOMAS B						
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT				
INITIAL ENTRY		05 15 72		CAREER AGENT (S)				
6. FUNDS		7. FINANCIAL ANALYSIS NO. (CHARGEABLE)		8. CSC OR OTHER LEGAL AUTHORITY				
<table border="1"> <tr> <td>V. TO V</td> <td>V. TO G</td> </tr> <tr> <td>G. TO V</td> <td>G. TO G</td> </tr> </table>		V. TO V	V. TO G	G. TO V	G. TO G	3136-1231		
V. TO V	V. TO G							
G. TO V	G. TO G							
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OR OFFICIAL STATION					
DDP DIRECTORATE EUROPEAN DIVISION								
11. POSITION TITLE		12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION					
OPS OFFICER								
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE					
(FULL TIME) GS	0136-01	15 0	DUG: 020363 LEI: 052872					
18. REMARKS								
<p align="center">----- STATUS INFORMATION -----</p> BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01 CITIZENSHIP: US/BIRTH LONGEVITY COMP: FED SERVICE COMP: 030744 TYPE RETIREMENT: CIA R-D HOSPITALIZATION: F PLAN: FEGLI: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT: PAY BASIS: A A/L IND: 0 S/L IND: 4								
<p align="center">----- CONTRACT INFORMATION -----</p> EFF DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572 REFERRING OFFICER: EUR PERS REFR ORG: EUR PHONE: 6913								
<p align="center">----- ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES -----</p> TAX STATUS: Y FED EXP: STATE EXP: STATE: TRAVEL: CHI GPS EXPNSE: Y HOUSING: A POST/EQUAL: HOME LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSE: Y STD GOVT: Y LEGISL PAY: Y PREMIUM PAY: N ALLOWANCE COMMS: N EDUCATION: STEP INCRS: N OTH TAX ENTL: N OTHER ALLOWNS: N SEPARATION:								
SIGNATURE OR OTHER AUTHENTICATION								

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NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: CC-7623 2. NAME (LAST, FIRST, MIDDLE): CASASIA, THOMAS E. PREPARED: 10/15/73

3. NATURE OF PERSONNEL ACTION: LEGISLATIVE PAY ADJUSTMENT 4. EFFECTIVE DATE: 10 14 73 5. CATEGORY OF EMPLOYMENT: CAREER ASSOCIATE (S)

6. FUNDS: V 13 V 0 10 V 7. FAR AND RESA: 4136-424 8. CSM OR OTHER LEGAL AUTHORITY

9. ORGANIZATIONAL DESIGNATIONS: DDC DIRECTORATE EUROPEAN DIVISION UNSAVANT 10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE: OPS OFFICER 12. POSITION NUMBER 13. CAREER SERVICE DESIGNATION

14. CLASSIFICATION SCHEDULE (GFC OR W-1): FULL TIME GS 15. OCCUPATIONAL SERIES: 3135-01 16. GRADE AND STEP: 15 0 17. SALARY OR RATE: DUG: 02060 \$9 36000 LEIS: 45267

18. REMARKS: STATUS INFORMATION: DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01 CITIZENSHIP: US/IN LONGEVITY COMP: 11267 FEE SERVICE COMP: 030744 TYPE RETIREMENTS: CIA R-D HOSPITALIZATION: F PLAN: FEGLI: YES RESV. CIV SERV: 4 SAL. TASK LIMIT: PAY BASIS: A S/L INC: 0 S/L INC: 4

CONTRACT INFORMATION: EFF DATE: 051572 EXPIRATION DATE: INDEFINITE ORIG CONTRACT: 051572 RELEASING OFFICER: EUR PERS REFR LING: EUR PHONE: 7503

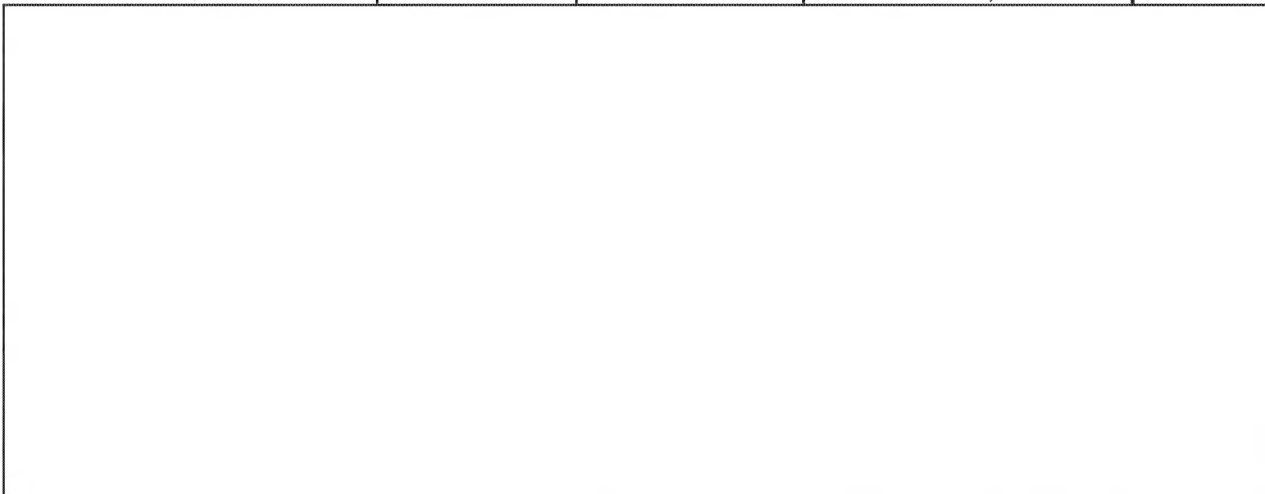
ENTITLEMENT/SUBSIDIES/ALLOWANCES: TAX STAFF: Y FEE EXPS: STATE EXPS: STATE: TRAVEL: CHI OPS EXPNS: 1 HOUSING: A POST/EQUALS: HOME LEAVE: 4 DIFFERENTIALS: Y OFFSET CLAUSES: Y STD GOVTS: Y LEGISL PAYS: Y PREMIUM PAY: 2 ALLOWANCE COMPS: N EDUCATION: STEP INCRS: N OTH TAX ENCL: N OTHER ALLOWNS: N S PARATION:

ALL ITEMS PRECEDED BY AN APOSTROPHE REFLECT CHANGED DATA SIGNATURE OR OTHER AUTHENTICATION

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NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)		3. CATEGORY OF EMPLOYMENT	
CO 7100		CASASIA, THEMPS		PREPARED BY: 773	
4. NATURE OF PERSONNEL ACTION			5. EFFECTIVE DATE		6. CATEGORY OF EMPLOYMENT
REASSIGNMENT			5/1/73		CAREER ASSOCIATE (3)
7. FUNDS		8. V TO V		9. V TO G	
A		G TO V		A G TO G	
10. ORGANIZATIONAL DESIGNATIONS			11. LOCATION OF OFFICIAL STATION		
LDC DIRECTORATE MELNPLAN DIVISION UNSAVARI			[ ]		
12. POSITION TITLE			13. POSITION NUMBER		14. CAREER SERVICE DESIGNATION
LPS FRUCH			[ ]		[ ]
15. CLASSIFICATION SCHEDULE (GS 18, etc.)		16. OCCUPATIONAL SERIES		17. GRADE AND STEP	
[ ]		[ ]		[ ]	



18. SIGNATURE OR OTHER AUTHENTICATION	
[ ]	

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NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: <b>0037833</b>		2. NAME (LAST-FIRST-MIDDLE) <b>CASASIA TILPAS B</b>		PREPARED: <b>01/15/73</b>	
3. NATURE OF PERSONNEL ACTION <b>MISCELLANEOUS CHANGE</b>			4. EFFECTIVE DATE MO: <b>01</b>   DA: <b>12</b>   YR: <b>73</b>		5. CATEGORY OF EMPLOYMENT <b>CAREER AGENT (S)</b>
6. FUNDS V TO V: <input type="checkbox"/>   V TO O: <input type="checkbox"/> O TO V: <input type="checkbox"/>   O TO O: <input checked="" type="checkbox"/>		7. PAN AND NSCA <b>131-4252</b>		8. CLK OR OTHER LEGAL AUTHORITY	
9. ORGANIZATIONAL DESIGNATION <b>CCP DIRECTORATE NON-OFFICIAL COVER ACT DIV</b>			10. LOCATION OF OFFICIAL STATION		
11. POSITION TITLE <b>CPS OFFICER</b>		12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION		
14. CLASSIFICATION SCHEDULE (GS-LB-PA) <b>(FULL TIME) GS</b>		15. OCCUPATIONAL SERIES <b>0126.01</b>	16. GRADE AND STEP <b>15 0</b>	17. SALARY OR RATE <b>DLG: 02036 34571 LEI: 052872</b>	
18. BY NAME: STATES INFORMATION					
BIRTH DATE: <b>24</b> SEX: <b>M</b> MARITAL ST: <b>CM</b> NO. DEPENDENTS: <b>01</b>					
CITIZENSHIP: <b>US/BIRTH</b> LONGEVITY COMP: <b>112045</b> FEL SERVICE COMP: <b>030746</b>					
TYPE RETIREMENT: <b>CIA N-C</b> HOSPITALIZATION: <b>F</b> PLAN:					
FGLI: <b>YES</b> PREV. GOV SERV: <b>4</b> SAL. TASK LIMIT:					
PAY BASIS: <b>A</b> A/L INC: <b>8</b> S/L INC: <b>4</b>					
----- CONTRACT INFORMATION -----					
EFF DATE: <b>051572</b> EXPIRATION DATE: <b>INDEFN</b> DATE ORIG CONTRACT: <b>051572</b>					
REFERRING OFFICER: <b>ALCAL PERS</b> REFR CAG: <b>NCCA</b> PHONE: <b>5050</b>					
----- ENTITLEMENTS/ELIGIBILITIES/ALLCHANGES -----					
TAX STATUS: <b>Y</b> FED EXPP: STATE EXPP: STATE:					
TRAVEL CHG: <b>LFS</b> EXPASE: <b>Y</b> PCLSIAG: <b>A</b> POST/EQUAL:					
HOME LEAVE: <b>4</b> DIFFERENTIAL: <b>Y</b> OFFSET CLAUSE: <b>Y</b> STD GOVT: <b>Y</b>					
LEGISL PAY: <b>Y</b> PREMIUM PAY: <b>N</b> ALLOWANCE COMP: <b>N</b> EDUCATION:					
STEP INCRS: <b>N</b> CTH TAX ENTL: <b>N</b> OTHER ALLOWNS: <b>N</b> SEPARATION:					
NOTE: ITEMS PRECEDED BY AN ASTERICK * REFLECT CHANGED DATA					
SIGNATURE OR OTHER AUTHENTICATION					

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NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER <b>0027833</b>		2. NAME (LAST FIRST MIDDLE) <b>CASASIN THOMAS B</b>		3. EFFECTIVE DATE <b>01 07 73</b>		4. CATEGORY OF EMPLOYEE <b>CAREER AGENT (S)</b>	
5. NATURE OF PERSONNEL ACTION <b>LEGISLATIVE PAY ADJUSTMENT</b>				6. FAN AND NCA <b>3131-4292</b>		8. CKA OR OTHER LEGAL AUTHORITY	
7. FUNDS		9. ORGANIZATIONAL DESIGNATIONS <b>LDP DIRECTORATE ACA-OFFICIAL COVER ACT CIV</b>		10. LOCATION OF OFFICIAL STATION			
11. POSITION TITLE <b>CPS OFFICER</b>		12. POSITION NUMBER		13. CAREER SEPPLE DESIGNATION			
14. CLASSIFICATION SCHEDULE (GS, LB, PW) <b>(FULL TIME) GS</b>		15. OCCUPATIONAL SERIES <b>C136.01</b>		16. GRADE AND STEP <b>15 0</b>		17. SALARY OR RATE <b>DCG: 02036 34971 LE: C5282</b>	
18. REMARKS ----- STATUS INFORMATION ----- BIRTH DATE: 24 SEX: P MARITAL ST: CIV NO. DEPENDENTS: 01 CITIZENSHIP: US/BIRTH LONGEVITY COMP: FED SERVICE COMP: C30744 TYPE RETIREMENT: CIA R-E PENSIONIZATION: F PLAN: FEGLI: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT: PAY BASIS: A A/L INC: 8 S/L INC: 4 ----- CONTRACT INFORMATION ----- EFF DATE: 051572 EXPIRATION DATE: INDEFN LATE CRIG CONTRACT: 051572 REFERRING OFFICER: NCCAL PERS FEFR CRG: NCCA PFCNE: 5050 ----- ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES ----- TAX STAFF: Y FED EXMP: STATE EXMP: STATE: TRAVEL: CHI CPS EXPNSE: Y PCLSSNG: A POST/EQUAL: PLME LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSE: Y STD CLVT: Y LEGISL PAY: Y PREMIUM PAY: N ALLOWANCE COMP: N EDUCATION: STEP INCRS: A CTH TAX ENTL: A OTHER ALLOWNS: N SEPARATION:  NOTE: ITEMS PRECEDED BY AN ASTERICK * REFLECT CHANGED DATA SIGNATURE OR OTHER AUTHENTICATION							

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NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 00574		2. NAME (LAST FIRST MIDDLE) SAS, SIR, THOMAS R.		PREPARED: 11/03/72	
3. NATURE OF PERSONNEL ACTION MISCELLANEOUS CHANGE			4. EFFECTIVE DATE NO. DA. YR. 11 01 72		5. CATEGORY OF EMPLOYMENT CAREER AGENT (S)
6. FUNDS		7. PAY AND NSCA 3151-429P		8. CSC OR OTHER LEGAL AUTHORITY	
9. ORGANIZATIONAL DESIGNATION DDP DIRECTORATE			10. LOCATION OF OFFICIAL STATION		
11. POSITION TITLE IPS OFFICER			12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION	
14. CLASSIFICATION SCHEDULE (GS OR NR) (FULL TIME) GS		15. OCCUPATIONAL SERIES 0136-01	16. GRADE AND STEP 15 0	17. SALARY OR RATE DGC: 020363 LEI: 052872	
18. REMARKS STATUS: UNEMPLOYED BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01 CITIZENSHIP: US/BIRTH LONGEVITY COMP: FED SERVICE COMP: 030744 TYPE RETIREMENT: CIA R-D HOSPITALIZATION: F PLANS: REGUL: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT: PAY BASIS: A A/L IND: 3 S/L IND: 4 ----- CONTRACT INFORMATION ----- EHI DATES: 051572 EXPIRATION DATES: INDEFN DATE ORIG CONTRACT: 051572 REFERRING OFFICER: N/AD PERS FEER GRC: NOCA PHONE: 5050 ----- ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES ----- TAX STAFF: Y FED EXMP: STATE EXMP: STATE: TRAVEL: CHI OPS EXPENSE: Y HOUSING: A POST/EQUAL: HOMV LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSES: Y SID GOVT: Y LEGIL PAY: Y PREMIUM PAY: N ALLOWANCE COMP: N EDUCATION: STEP INCRS: N OTH TAX ENIL: N OTHER ALLOWNS: N SEPARATION:					
NOTE: ITEMS PRECEDED BY AN ASTERISK * REFLECT CHANGED DATA					
SIGNATURE OR OTHER AUTHENTICATION					



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NOTIFICATION OF PERSONNEL ACTION					
1. SERIAL NUMBER <b>0037833</b>		2. NAME (LAST-FIRST-MIDDLE) <b>CASASIN THOMAS B</b>		PREPARED: <b>09/29/72</b>	
3. NATURE OF PERSONNEL ACTION <b>REASSIGNMENT</b>			4. EFFECTIVE DATE MO. DA. YR. <b>09 20 72</b>	5. CATEGORY OF EMPLOYMENT <b>CAREER AGENT (S)</b>	
6. FUNDS		7. FINANCIAL ANALYSIS NO. CHARGABLE <b>*3131-4292</b>	8. CSC OR OTHER LEGAL AUTHORITY		
9. ORGANIZATIONAL DESIGNATIONS <b>*DDP DIRECTORATE</b>		10. LOCATION OF OFFICE/STATION			
11. POSITION TITLE <b>NPS OFFICER</b>		12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION		
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) <b>(FULL TIME) GS</b>		15. OCCUPATIONAL SERIES <b>0136-01</b>	16. GRADE AND STEP <b>15 0</b>	17. SALARY OR RATE <b>00G: 020363 \$ 33260 LEI: 052872</b>	
18. REMARKS ----- STATUS INFORMATION ----- BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01 CITIZENSHIP: US/BIRTH LONGEVITY COMP: FED SERVICE COMP: 030744 TYPE RETIREMENT: CIA R-D HOSPITALIZATION: F PLAN: FEGLI: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT: PAY BASIS: A A/L IND: 0 S/L IND: 4 ----- CONTRACT INFORMATION ----- EFF DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572 REFERRING OFFICER: *NOCAD PERS REFR GRG: *NOCA PHONE: *5050 ----- ENTITLEMENTS/ELIGIBILITIES/ALLOWANCES ----- TAX STAFF: Y FED EXMP: STATE EXMP: STATE: TRAVEL: CHI OPS EXPNSE: Y HOUSING: A POST/EQUAL: HOME LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSE: Y STD GOVT: Y LEGISL PAY: Y PREMIUM PAY: N ALLOWANCE COMM: N EDUCATION: STEP INCRS: N OTH TAX ENTL: N OTHER ALLOWNS: N SEPARATION:					
NOTE: ITEMS PRECEDED BY AN ASTERICK * REFLECT CHANGED DATA					
SIGNATURE OR OTHER AUTHENTICATION					

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FRP: . . . . .  
DEFERRED TELEPOUCH

CONF: IP/DP-11 INFO: FILE, RF, (13/P)

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TOT: 190843Z APR 78 WASHINGT 208255

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DEFERRED TELEPOUCH 190843Z WASHINGTON 208255  
TO: [REDACTED]

FROM: E/F/S INFO E/D/PERS, E/D/HF, OP/CPD, CCS/CSB, OED/NOC  
SUBJECT: ADMIN BEHAVIOR WOGAME - THOMAS H. CASASIN (P)

1. ACCORDING TO MOC ON THOMAS H. CASASIN, RTACTION OBLI-  
GATION TO REIMBURSE CASASIN FOR COST OF SHIPPING UP TO ONE THOUSAND  
(1000) POUNDS OF MME FROM [REDACTED] TO WODUAL, EXPIRED AS OF 31  
DECEMBER 1977. ALL OTHER COMMITMENTS, INCLUDING EXTENSION OF  
CASASIN'S SERVICES UNDER MOC, EXPIRED 31 DEC 77 ALSO.

2. FYI: UNSAVANT PROJECT FOR CASASIN WAS TERMINATED AT  
END OF FY 76 REPEAT FY 76. PROJECT FILE BEING CLOSED AS ALL ASPECTS  
OF THIS CASE TERMIN ATD.

3. FILE: 029-006-252/2; 201-0933259. E2 IMPDET.>  
ORIG: E/F/S [REDACTED] (9487 14 APR 78); COORD: C/E/D/PERS  
[REDACTED], E/D/HF [REDACTED], OP/CPD [REDACTED] CCS/CSB (FOR INFO),  
OED/NOC (FOR INFO); REL: C/E/F [REDACTED] CL BY 061308.

END OF MESSAGE

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MEMORANDUM OF ORAL COMMITMENT

DATE 20 May 1977

TO: OFFICE OF FINANCE

VIA: CHIEF, EUR AND CONTRACT PERSONNEL DIVISION

FROM: CONTRACT APPROVING OFFICER, PARIS

(Independent Contractor)

SUBJECT: ENGAGEMENT OF [Redacted] as (Contract Employee)

1. TERM AND ACTIVITY CHARGE - Subject individual has been engaged under oral contract for use under Activity [Redacted] effective 1 July 1975 until obligation is [Redacted] completed but not to exceed 31 December 1977
2. SECURITY APPROVAL - The appropriate security approval for subject's use has been obtained. Type (former Career dated Associate)
3. CITIZENSHIP - Subject (is) (is not) a WODUAL Citizen.
4. COMPENSATION - Subject will be paid nothing per                      in                      currency. Describe any other compensation in the nature of bonus commitments, gifts, loans, currency conversions or other
5. TAXES - Explain method of collection when appropriate FLAT RATE (N/A, FR 20-18d applies, to be determined by Headquarters)
6. QUARTERS AND/OR SUBSISTENCE - Quarters Allowance N/A per                      Subsistence Allowance                      per
7. OPERATIONAL EXPENSES - N/A
  - a. Travel expenses (will) (will not) be reimbursed. Fixed Payment                      Regular Accountings                      Allowance of                      per
  - b. Other operational expenses (will) (will not) be reimbursed. Type Expense                     ; Method of Accounting                      Type Expense                     ; Method of Accounting                      Type Expense                     ; Method of Accounting
8. OTHER COMMITMENTS - \*Describe GENERALD WILL reimburse CASASIN for costs of shipment of up to 1000 (one thousand) bottles of wine at the completion of cover employment from [Redacted] (Scheduled for 31 May 1977)
9. CONTINGENT OBLIGATIONS - (Not promised Subject but may have to be met) \*Describe

NO COMMITMENTS OTHER THAN THOSE DESCRIBED ABOVE HAVE BEEN MADE TO SUBJECT.

REVIEW [Redacted]

SIGNED:

APPROVED:

Field Contracting Officer

\*Certain special benefits or commitments require prior Headquarters approval i.e., leave, retirement, death, disability, missing in action, resettlement, escrow accounts, citizenship assistance, emergency assistance, bonus payments, and other unusual items.

DISTRIBUTION:

- Orig & 7 - Headquarters
- 1 - Station Finance
- 1 - Subject File

SENDER WILL CHECK CLASSIFICATION		TOP AND BOTTOM	
UNCLASSIFIED	CONFIDENTIAL	SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DV/Pers/SP	23 FEB 1976	RM
2			
3	AD/Pers	25 FEB 1976	1976
4	C/CPD		
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
<p>Remarks: Recommend AD/Pers approval (albeit retroactively) of the attached request from the Chief, EUR Division to extend the MOC for Thomas R. CASASIN (F) as an independent contractor without compensation beginning 1 July 1975. The only benefit payable under the MOC will be a taxable payment for the shipment in 1977 of 1,000 lbs., of personal effects from [ ] to the United States. Subject, now age 52, retired under CIARDS 28 June 1974 as a GS-15 (Step 10) career associate. On 24 June 1974, D/Pers approved a request to engage him as an independent contractor for a one-year period beginning 1 July 1974 at an annual fee of \$5,000.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.		DATE	
C/CPD, 5 E 67, Hqtrs		7841 143 Feb 76	
UNCLASSIFIED	CONFIDENTIAL	SECRET	

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76-326

9 JAN 1976

MEMORANDUM FOR: Director of Personnel  
VIA: Deputy Director for Operations  
FROM: Chief, European Division  
SUBJECT: Request for Extension of the Services of  
Thomas B. CASASIN (P), Retired Annuitant,  
under a Memorandum of Oral Commitment

1. Action Requested: Your approval is requested to extend the services of Thomas B. CASASIN (P) under a Memorandum of Oral Commitment for the period 1 July 1975 to 31 December 1977. The only compensation to CASASIN would be money equivalent to shipment costs for a maximum of 1,000 pounds of personal effects from [ ] to the United States. Since CASASIN is an Independent Contractor, the amount of money given CASASIN will be considered taxable income for tax year 1977.

2. Basic Data and Background: CASASIN, [ ] [ ] has been employed by the Agency since 1949. Twelve years of this period were spent as a Staff Employee, seven of which were at Headquarters and five years, 1955-1960, were spent in [ ]. In 1962 CASASIN was assigned to [ ] under [ ] as a Staff Agent. In 1972 he was converted to Career Associate status to coincide with his cover employment with [ ] a position he attained on his own initiative. CASASIN retired as a GS-15, Step 10, on 30 June 1974 and with proper Headquarters approvals was utilized by [ ] as an Independent Contractor, effective 1 July 1974. His compensation was in accordance with the 90 percent provision of HR 20-13 a(1) (c) (1).

3. Staff Position: Due to his growing employment involvement at [ ] CASASIN requested, and the [ ] agreed, not to renew his written Independent Contract, due for renewal 1 July 1975. However, since CASASIN is willing to meet informally

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E2 IMPDET  
CL BY 057567

SECRET

with the Station, the Station requests a Memorandum of Oral Commitment to be effective for the period CASASIN remains in [redacted] employ, which is expected to terminate in 1977. CASASIN's experience as an Operations Officer and, specifically, experience and operational contacts derived through his present employment position in [redacted] are sufficiently valued by the [redacted] to request the continuation of CASASIN's services under a Memorandum of Oral Commitment.

4. Recommendation: Your approval is requested to continue CASASIN's services under a Memorandum of Oral Commitment for the period 1 July 1975 to 31 December 1977 with total compensation being money equivalent to the cost of shipping a maximum of 1,000 pounds of personal effects from [redacted] to the United States.

[redacted]  
Chief, European Division

[redacted]  
Deputy Director for Operations

17 Feb 1976  
Date

APPROVED: [redacted]

25 FEB 1976

Date

DISAPPROVED:

Director of Personnel

Date

SECRET

**CONFIDENTIAL**

**MEMORANDUM FOR:** Chief, Contract Personnel Division  
**THROUGH:** Career Management Group,  
Contract Personnel Branch  
**SUBJECT:** Thomas B. CASASIN (P)  
Termination of contract

This is to advise you that Thomas B. CASASIN'S (P) contract expired 30 June 1975. It is requested that CASASIN'S contract be terminated effective that date.

[Redacted]  
Chief, Personnel Section  
European Division

APPROVED: [Redacted]

Special Agent in Charge

E2 IMPDET  
CL BY 027164

**CONFIDENTIAL**

**CONFIDENTIAL**

28 JUN 1974

**MEMORANDUM FOR** : Deputy Director for Management and Services  
**SUBJECT** : Request for Voluntary Retirement -

Casasin, Thomas B.

1. This memorandum submits a recommendation for your approval in paragraph 3.

2. The employee named above has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50h.

Grade: GS-15 Equiv. Position : Career Associate  
Career Service : Operations  
Office/Division : Europe Division  
Date Requested for Retirement: 28 June 1974  
Age at that Date : 50  
Years of Creditable Service : 30  
Years of Agency Service : 24  
Years of Qualifying Service : 19

3. The applicant's Career Service and the CIA Retirement Board recommended that the request be approved. I endorse these recommendations.

*B. De Felice*

Director of Personnel

4. The recommendation contained in paragraph 3 is approved:

Deputy Director for Management and Services

Date

**CONFIDENTIAL**



**Distribution**

- 0 - Return to Director of Personnel**
- 2 - DD/M&S**
- 1 - D/Pers**
- 1 - Applicant**
- 1 - OPF**
- 1 - ROB Soft File**
- 1 - ROB Reader**

**OP/RAD/ROB/**  **cam/3257 (27 June 1974)**

SECRET

**CERTIFICATION BY THOMAS B. CASASIN  
CAREER ASSOCIATE, AS TO EXPENDITURES OF  
ADMINISTRATIVE ALLOWANCE**

I certify that the Administrative Allowance payments made to me in accordance with the provisions of the Addendum to the Agency contract dated 5 August 1972 and any amendments and extensions thereto have, to the best of my knowledge and belief, been used substantially for the purpose for which provided and have not accrued to my personal advantage or enrichment.

\_\_\_\_\_  
Date

SIGNED

\_\_\_\_\_  
Thomas B. Casasin

E2IMPDET.  
CL by: 063837

OUTG NG MESSAGE


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CLASSIFICATION  
**SECRET**

MESSAGE HANDLING INSTRUCTIONS  
 STAFF

OPERATING GROUP  
 162304Z

OFFICE  
 DIRECTOR

MESSAGE REFERENCE NUMBER  
 696231

CONF: *EUR 4* INFO: FILE *emp/voe3 emp/ms ces2*

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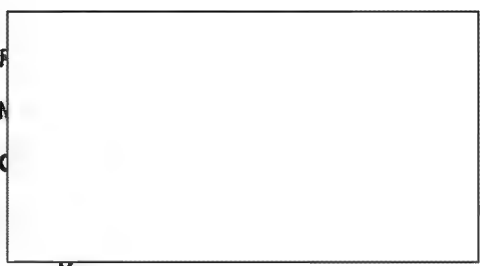
TO: [REDACTED]

MODEEP ADMIN Y

REFS: A. [REDACTED]  
 B. [REDACTED]

NEED TO KNOW DATE WHEN CASASIN WILL CONCLUDE [REDACTED] EMPLOYMENT.  
 SECTION I (C) NOC STATUS REPORT FORWARDED REF B STATES HE ON  
 THREE-YEAR EXTENSION CONTRACT WITH [REDACTED] TO END JUNE 1977. PLS  
 ADVISE. E2 IMPDET.H

X/EUP  
 CMG/M  
 E/NOC  
 E/8F



DATE: 36 MAY 7E  
 ORIG: [REDACTED]  
 UNIT: [REDACTED]  
 EXT: 9487  
 [REDACTED]

[REDACTED]

CLASSIFICATION: **SECRET**  
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 CL BY:

FORM 8124  
7-75 (REV. 7-75)

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PERSON/UNIT NOTIFIED SECRET

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ACTION #			<u>OP2 OF 2, CMB/MS</u>	3
				3

T 011620

EJA530

PAGE 01-01

IN 578647

TOR 131043Z MAY 75

56954

SECRET 131003Z MAY 75 STAFF

CITE [ ] 56954

TO: DIRECTOR,  
MODEEP ADMIN

1. THOMAS B. CASASIN HAS GIVEN NOTICE THAT HE DOES NOT INTEND TO RENEW HIS CONTRACT WHICH TERMINATES 30 JUNE 1975. HE CITES HIS GROWING INVOLVEMENT AT [ ] AS THE REASON.

2. HE HAS AGREED TO FUTURE MEETINGS WITH STATION OFFICERS ON AN INFORMAL BASIS. FOR HIS CONTINUING COOPERATION HE ASKS ONLY THAT HIS ENTITLEMENT FOR SHIPMENT OF HEE TO THE U.S. BE KEPT OPEN UNTIL HE CONCLUDES HIS [ ] EMPLOYMENT. STATION WILL WRITE A MOC COVERING THIS CONTINGENCY. PLEASE ADVISE YOUR CONCURRENCE.

E-2 IMPDET

SECRET

SECRET

DATE: 10 May 1975

GTC NO. 210

MEMORANDUM FOR: Director of Finance

ATTENTION : Chief, Compensation and Tax Division

THROUGH : Chief, Contract Personnel Division

SUBJECT : Tax Assessment for Thomas S. CAMSIN

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. This rate is to be applied to the individual's gross taxable earnings.

<u>Assessment Rate (Percentage)</u>	<u>Effective Date</u>	<u>Tax Year</u>
Twenty-three and seven-tenths (23.7) per cent	1 May 1975	

2. This is a retroactive assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:

[Redacted Signature]

Executive Secretary  
Covert Tax Board

CONTRACT APPROVAL:

/s/ [Redacted]

Chief, Contract Personnel Division

22 MAY 1975

Date

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SECRET

SECRET

DATE: 25 December 1974

CTC NO. 212

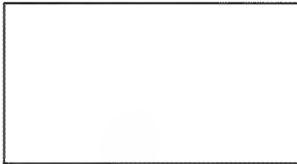
MEMORANDUM FOR: Director of Finance  
ATTENTION : Chief, Compensation and Tax Division  
THROUGH : Chief, Contract Personnel Division  
SUBJECT : Tax Assessment for Thomas B. CUNYAN (T)

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. This rate is to be applied to the individual's gross taxable earnings.

<u>Assessment Rate (Percentage)</u>	<u>Effective Date</u>	<u>Tax Year</u>
Twelve and nine-tenths (12.9)	1 December 1974	1975

2. This is a revised assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:



CONTRACT APPROVAL:

\_\_\_\_\_  
Chief, Contract Personnel Division

26 DEC 1974

\_\_\_\_\_  
Date

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SECRET

FORM 2643 USE PREVIOUS EDITIONS

11-4-73  
E-2 IMPDET CL. BY. 007622

2 - CPD Copy

CONFIDENTIAL

FITNESS REPORT		NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.			
<b>SECTION A GENERAL INFORMATION</b>					
1. EMPLOYEE NUMBER	2. NAME (last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE & SD	
	CASASIN, Thomas B. (P)		M	GS-15 D	
7. OFFICIAL POSITION TITLE		8. OFF. NY. NO. OF ASSIGNMENT	9. CURRENT STATION		
Career Associate - Ops Officer		DDO/EUR	Paris		
10. TYPE OF APPOINTMENT			11. TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> CAREER PROVISIONAL	<input type="checkbox"/> RESERVE	<input type="checkbox"/> ANNUAL	<input type="checkbox"/> 21-MONTH	<input type="checkbox"/> 30-MONTH
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SPECIAL	<input type="checkbox"/> TEMPORARY	<input checked="" type="checkbox"/> REASSIGNMENT		<input type="checkbox"/> SPECIAL
			12. REPORTING PERIOD (From-to)		13. DATE REPORT DUE IN O.P.
			1 January 74-30 June 74		
<b>SECTION B PERFORMANCE EVALUATION</b>					
U- <u>Unsatisfactory</u>		Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.			
M- <u>Marginal</u>		Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.			
P- <u>Proficient</u>		Performance is satisfactory. Desired results are being produced in the manner expected.			
S- <u>Strong</u>		Performance is characterized by exceptional proficiency.			
O- <u>Outstanding</u>		Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.			
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
SEE ATTACHED MEMORANDUM IN LIEU.					
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER

C O N F I D E N T I A L

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT : Thomas B. CASASIN

PERIOD COVERED: January - June 1974

Although I have been the Station case officer for Subject only since January 1974, I have been acquainted with his performance for the Station for the past 5 1/2 years through my assignment in the [ ] at Headquarters and, for the past 2 1/2 years, as the Station officer responsible for [ ] operations. I have always considered CASASIN to be a highly skilled, experienced senior case officer thoroughly devoted to the work of BKHERALD. He is becoming increasingly effective in his present cover position at [ ] operating against both Soviet and PRC targets, and I am delighted that he has agreed to continue his cooperation with the Station as a field agent following his retirement from BKHERALD effective 30 June 1974. CASASIN can look back with pride over his years of service with BKHERALD but he can also look forward to additional years of highly useful, productive work for Paris Station.

CASASIN's attitude can best be summed up by a comment on my first operational meeting with him following his official retirement. He instinctively went immediately to a discussion of operations, not of retirement. I am confident that CASASIN will continue to be a highly motivated, effective asset of Paris Station, and I wish him well.

[ ]  
Operations Officer

C O N F I D E N T I A L



C O N F I D E N T I A L

SECTION D

The attached Memorandum in Lieu of a Fitness Report should be read in conjunction with the [ ] Status Report on Subject for the period ending 31 March 1974; these reports overlap somewhat in the period covered. As has been indicated by both Russell N. SKOGSBERG, who prepared Section I, and George T. HEMSLEY, who prepared Section III of the [ ] Status Report, Subject is an impressive officer who has developed superb cover for himself but who has been only reasonably effective in identifying, developing and turning over useful access agents to the Station. While endorsing the general thrust of the Memorandum in Lieu of a Fitness Report, the undersigned also feels that Subject should bring a sharper focus to bear on developing in-depth relationships with those persons who have the potential of becoming quality access agents to priority targets. Subject meets and knows many people in his milieu, including Soviets; he reports in considerable volume on these contacts. We encourage him to concentrate on a few of these contacts and to plumb them to their depths. The undersigned joins SKOGSBERG in wishing Subject well and in paying recognition to his motivation and his attitude.

Subject's Specific Duties remained essentially as described in his previous Fitness Report (for the period 1 January - 31 December 1973). I would rate him on these Specific Duties as he was previously rated.

[ ]

Operations Officer

C O N F I D E N T I A L

CONFIDENTIAL

FITNESS REPORT - FIELD TRANSMITTAL

SPECIAL NOTE

Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel:

SECTION A, items 2, 3, 7, and 8.

SECTION D, items 1, 2, and 3 (Only in respect to "Typed or Printed Name and Signature")

1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT	DATE 6 Aug 74	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (in pseudonym) Thomas B. CASASIN
2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS.		
DATE	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (in pseudonym) for Edmund E. Hansen Russell N. SKOGSBERG	
DATE	TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (in pseudonym) Edward J. HEROSTAN	

FORM 45A OBSOLETE PREVIOUS EDITIONS 3-73

CONFIDENTIAL

G2 IMPDET CL BY 007622

(04-47)

SECRET

DATE: 23 July 1974

CTC NO. 710

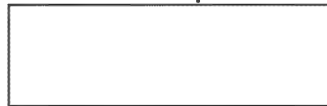
MEMORANDUM FOR: Director of Finance  
ATTENTION : Chief, Compensation and Tax Division  
THROUGH : Chief, Contract Personnel Division  
SUBJECT : Tax Assessment for Thomas B. CASASIN

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. This rate is to be applied to the individual's gross taxable earnings.

<u>Assessment Rate (Percentage)</u>	<u>Effective Date</u>	<u>Tax Year</u>
Eighteen and seven-tenths (18.7)	23 June 1974	1974

2. This is a revised assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:



CONTRACT APPROVAL:

25 JUL 1974

Chief, Contract Personnel Division

Date

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 TOR12012352 SEP 74  51247

**S E C R E T** 201107Z SEP 74 STAFF  
 CITE  51247 (HENSLEY ACTING)

TO: DIRECTOR,  
 ADMIN PERS  
 REF: DIRECTOR 599151

EDWIN E. HAURONIC WITNESSED SIGNING OF CASASIN'S  
 CONTRACT, E2 IMPDET.

*with*

**CONFIDENTIAL**

**MEMORANDUM FOR:** Chief, Contract Personnel Division  
**THROUGH :** CMG/CP  
**SUBJECT :** Inclusion of HHE shipment in contract for Independent Contractor, Thomas B. CASASIN (P)

1. It is requested that the new contract for Thomas B. CASASIN (P) include shipment of HHE for him and his dependents and POV as well as storage of household effects.

2. CASASIN retired from the Agency 28 June 1974, and by regulation is entitled to movement of HHE up to one year. An extension of an additional six months can be requested, but beyond that CASASIN would not be covered.

3. EUR has been granted approval to hire CASASIN under a [redacted] project. His cover job contract has been approved until May 1977, at which time he plans to return to the United States.

4. Therefore, EUR recommends his contract include the benefits of shipment of HHE, POV, and storage of goods to his place of legal residence upon the successful completion of his services.

[redacted]  
Chief, Personnel Section  
European Division

CONCUR:

[redacted]  
CMG  
lu

19 JUL 1974  
Date

E2 IMPDET  
CL BY 033769

**CONFIDENTIAL**

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: CCS/CSB GI-43 Hqs.
 EXTENSION: 5029
NO: CSB 74-254

TO: (Officer designation, room number, and building)
 DATE
DATE: 27 June 1974

		DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED		
1.	OP/CPD 5E-69 Hqs.				This individual is being retained as an independent contractor after retirement.  Geo. P.
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

SECRET

CSB 74-254

26 June 1974

MEMORANDUM FOR: Chief, Retirement Affairs Division

SUBJECT: [REDACTED]

1. This is to advise you that [REDACTED] will be placed under the covert annuity plan administered by the Cover and Commercial Staff effective upon his retirement in June 1974. He has also been placed under the Combined Group Investments (C.G.I.) plan for hospitalization insurance.

2. All future correspondence with [REDACTED] will be handled through the Cover and Commercial Staff.

[REDACTED]

// Chief  
Cover Support Branch  
Cover & Commercial Staff

E2 IMPDET  
CL BY 063851

SECRET

[Redacted]

Sal. 30,000

90% 32,400

Amount 22-24 K.

8,000 is  
with 90% rule

0.95 [Redacted]



Thomas B. CASASIN GS-15<sup>10</sup>

22,332 annuity per annum

36,000 current salary GS-15<sup>10</sup>  
3,600 less 10%  
32,400  
22,332 less annuity  
10,068

Annuity figure from  , ROB,  
27 Jan 74  
CMB

SECRET

DDIC 74-3122

26 JUN 1974

MEMORANDUM FOR: Director of Personnel  
THROUGH : Deputy Director for Operations  
SUBJECT : Request for Approval to Utilize  
Thomas B. CASASIN (P) as an Independent  
Contractor  
REFERENCE : DD/P 6-1818, 2 May 1966

1. Action Requested: The European Division requests approval to utilize Thomas B. CASASIN (P) as an Independent Contractor subject to the terms regarding employment of annuitants as set forth in the reference. CASASIN has just opted for retirement under the Agency Retirement Program effective 28 June 1974.

2. Basic Data or Background: CASASIN, [redacted] [redacted] has been employed by the Agency since 1949. He held several positions in Headquarters and from February 1955 until October 1960 served in [redacted]. Until his departure for [redacted] he served as a Branch Chief in the then SR Division. In 1962 CASASIN was assigned to [redacted] under [redacted] cover as a Staff Agent to work on the Soviet target. He remained a Staff Agent until his conversion to Career Associate status in 1972.

3. Staff Position: In 1972, with [redacted] approval, CASASIN on his own initiative obtained an editorial position with IDENTITY. This cover job affords him the unique opportunity to establish and maintain contact and access to a variety of target personalities. Despite a heavy cover load, he has been able to make useful operational contributions

E2 IMPDET  
CL BY 055747

SECRET

SECRET

to the overall Station effort against the Soviet Bloc and more recently, the PRC target. His current appointment with IDENTITY has recently been extended until 31 May 1977. We would like to continue to utilize CASASIN's professional talents and his natural sustained access to priority targets in IDENTITY. CASASIN will retire at the GS-15 step 10 level. In accordance with Agency regulations CASASIN's proposed gross annual contract salary of \$8,000 plus his annuity will not exceed ninety percent of his salary at the time of retirement.

4. Recommendation: It is requested that approval be granted to employ Thomas B. CASASIN (P) as an Independent Contractor.

[Redacted Signature Box]

Chief, European Division

COM [Redacted] rations  
Dep [Redacted]

27 July 1974  
Date

APPROVED:  
D [Redacted]

27 June 74  
Date

DISAPPROVED:  
Director of Personnel

Date

SECRET

**CONFIDENTIAL**

7 AUG 1974

**MEMORANDUM FOR:** Chief, Contract Personnel Division  
**THROUGH :** OAG/CP  
**SUBJECT :** Termination of Contract for Thomas B.  
CASASIN (P)

This is to inform you that Career Associate Thomas  
B. CASASIN (P) retired from the Agency on 28 June 1974.  
His contract is terminated effective as of that date.

  
Chief, Personnel Section  
European Division

**Distribution:**  
Original & ① - Adse.

**APPROVED:**

E2 IMPDET  
CL BY 033769

**CONFIDENTIAL**

SECRET

MEMORANDUM FOR: Office of Finance  
FROM : Administrative Allowance Committee  
SUBJECT : Fixed Allowance Amendment for  
Career Associate, Thomas B. CASASIN

1. Effective 28 April 1974, to offset dollar appreciation, the fixed allowance for Subject is revised by substituting the figure \$13,741 for the figure \$14,981.
2. All other provisions of the current Allowance Committee Addendum remain in full force and effect.

UNITED STATES GOVERNMENT

APPROVED:

[Redacted Signature]

61 Allowance Committee

[Redacted Signature]

SECRET

F21MDET  
CL by: 063837

SECRET

AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM  
FOR Career Associate, Thomas B. CASASIN

Mr. Thomas B. Casasin

Mr. Casasin

Effective the day following your departure from [redacted]  
for home leave, paragraph (A) entitled "Fixed Allowance" of your current  
Allowance Committee Addendum (as amended) is hereby (further) amended:

1) By substituting the figure 86,877 for the figure  
913,741; and

2) By extending the period covered through the day prior to your  
PCS return to [redacted] following home leave.

All other provisions of your Allowance Committee Addendum (as  
amended) remain in full force and effect.

UNITED STATES GOVERNMENT

BY \_\_\_\_\_  
Contracting Officer

APPROVED:

\_\_\_\_\_  
Allowance Committee

SECRET  
CL BY: 03037

SECRET

SECRET

DATE: 14 November 1973

CTC NO. 210

MEMORANDUM FOR: Director of Finance  
ATTENTION : Chief, Compensation and Tax Division  
THROUGH : Chief, Contract Personnel Division  
SUBJECT : Tax assessment for Thomas R. CASASIN (P)

1. A flat rate percentage covert tax assessment of this individual's gross taxable Agency entitlements has been approved as indicated below. An acknowledged Letter of Tax Instruction \_\_\_\_\_ forwarded. The \_\_\_\_\_ advised of this assessment. This rate is to be applied to the individual's gross taxable earnings.

<u>Assessment Rate (Percentage)</u>	<u>Effective Date</u>	<u>Tax Year</u>
Twenty-eight and seven-tenths (28.7)	9 December 1973	1974

2. This is a revised assessment.

3. Other payroll factors pertinent to this tax assessment action are as follows:

[Redacted Signature Box]

Executive Secretary  
Covert Tax Board

CONTRACT APPROVAL

[Redacted Signature Box]

Chief, Contract Personnel Division

16 NOV  
1973

Date

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(11-4-21)

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PAGE 1 OF 1

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DIRECTOR

465807

CONF: EUR8 INFO: FILE WF2 CMB/NOV4 CCS2

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 0 NO INDEX  
 0 RETURN TO PER  
 0 IF FILE #

TO: [ ]

ADMIN FINANCE WODEEP

1. REQUEST THOMAS B. CASASIN FORWARD HQS ASAP COPIES OF HIS COVER PAY STATEMENTS FOR FEB & MARCH 73.
2. LATEST COVER PAY STATEMENTS INDICATE INCREASE ALLOWANCE OF \$260.67 PER MONTH MADE IN FEB OR MARCH 73. COVER PAY OFFSET 1 FEB 73 THRU 15 SEPT 73 WAS \$12,631.28. ANALYSIS BASED ON COVER PAY STATEMENTS IN HAND HQS FOR APRIL, MAY & JUNE 73 EXTENDED THRU 15 SEPT 73 INDICATES OFFSET SHOULD HAVE BEEN \$14,307.57, WHICH RESULTS IN REFUND DUE FROM CASASIN OF \$1,676.29. NET PAY DUE NOW \$787.87 PER PAY PERIOD. ALL NET PAY DUE CASASIN WILL BE WITHHELD UNTIL REFUND DUE - \$1,676.29 IS LIQUIDATED.
3. IF PROPOSED METHOD OF REFUND REPAYMENT CITED PARA 2 ABOVE UNACCEPTABLE TO CASASIN, PLEASE ADVISE. E2 IMPDET.H

DATE: 11 OCT 73  
 ORIG: [ ]  
 UNIT: E/8F  
 EXT: 86657

OF/C&TD/D. LAUREY/TELECOORD

C/E/SS [ ]

C/E/E [ ]

CLASSIFICATION

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E2 IMPDET  
CI RV.



SECRET

MEMORANDUM FOR: Office of Finance  
FROM : Administrative Allowance Committee  
SUBJECT : Fixed Allowance Amendment for  
Career Associate, Thomas B. CASASIN

1. Effective 1 July 1975, to offset dollar depreciation, the fixed allowance for Subject is revised by substituting the figure \$14,981 for the figure \$13,484.
2. All other provisions of the current Allowance Committee Addendum remain in full force and effect.

UNITED STATES GOVERNMENT

  
Contracting Officer

APPROVED:

  
for Allowance Committee

SECRET

E2IMPDET  
CL by: 026715

SECRET

27 June 1973

MEMORANDUM FOR: Office of Finance  
FROM : EUR/Contract Personnel  
SUBJECT : Changes in Financial Analysis Number  
Personal Services of Thomas B. CASASIN (P)  
OBJECT CLASS: \_\_\_\_\_

It is requested that the cost of personal services for subject  
Career Agent  
~~XXXXXXXXXXXX~~ be changed, effective the pay period beginning  
1 July 1973 from Financial Analysis Number 3131-4292  
to 4136-4292 (UNSAVANT)

EUR DIVISION BUDGET OFFICER

py

ATTACHED

Special Contracting Officer

SECRET

SECRET

~~SECRET~~ TRANSMITTAL - FITNESS REPORT

*Classified*

INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel preparing the report for transmittal to Headquarters:

SECTION A, Items 1, 6, and 7

SECTION D, Items 1, 2, and 3 (Only in respect to "Typed or Printed Name and Signature")

1. I CERTIFY THAT I HAVE SEEN THIS FITNESS REPORT	DATE	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE <i>Thomas F. Casasin</i> Thomas F. CASASIN
2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF CURRENT INSTRUCTIONS OR REGULATIONS		
DATE	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (in pseudonym) Reginald M. GUNION <i>Reginald M. Gunion</i>	
DATE <i>31 January 73</i>	TYPED OR PRINTED NAME AND SIGNATURE OF RECEIVING OFFICIAL (in pseudonym) <i>Joseph H. Rillander</i> Joseph H. RILLANDER	

SPECIAL NOTE

Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the position titles and description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEA	4. GRADE	5. SD	
CASASIN, Thomas B.				H	CS-15	D	
6. OFFICIAL POSITION/TITLE				7. OFF/DIV/BR OF ASSIGNMENT		8. CURRENT STATION	
						Paris	
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
CAREER		RESERVE		TEMPORARY		INITIAL	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
CAREER-PROVISIONAL (See Instructions - Section C)				ANNUAL		REASSIGNMENT SUPERVISOR	
<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>	
SPECIAL (Specify)				SPECIAL (Specify)			
<input type="checkbox"/>				<input type="checkbox"/>			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - To)			
26 February 1973				1 February - 31 December 1972			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<b>U-Unsatisfactory</b>		Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
<b>M-Marginal</b>		Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.					
<b>P-Proficient</b>		Performance is satisfactory. Desired results are being produced in the manner expected.					
<b>S-Strong</b>		Performance is characterized by exceptional proficiency.					
<b>O-Outstanding</b>		Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1		Maintenance of effective [ ] and functioning as a WOMACE officer in this situation					RATING LETTER
							O
SPECIFIC DUTY NO. 2		Maintains direct long-term contact with CEPOLAR personnel and exploits these contacts for operational objectives.					RATING LETTER
							O
SPECIFIC DUTY NO. 3		Provides spotting reports on wide range of contacts and follows up with additional meetings when individual is of special interest to Station					RATING LETTER
							S
SPECIFIC DUTY NO. 4		Responds to Station requirement for information on individuals or organizations					RATING LETTER
							S
SPECIFIC DUTY NO. 5		Operational reporting					RATING LETTER
							S
SPECIFIC DUTY NO. 6							RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
						S	

11/15

SECRET

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Comment on performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, as applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</p> <p>During the period covered by this report, subject began a new job in an upper-level, executive capacity with [redacted]</p> <p>[redacted]</p> <p>A solid cover situation is useful only to the extent that it serves as a base for BHERALD activities. [redacted]</p> <p>[redacted] Subject has done a full time job for BHERALD. He has maintained an intensive dialogue with one Soviet official, frequent contact with others, and he is developing additional Soviet contacts in his [redacted]</p> <p>[redacted] He has also established initial contacts with Chinese officials and has laid the foundation, through the cover organization, to develop and maintain direct and long-term contact with certain of these targets. He has been effective and ingenious in devising direct access to this difficult target and to others having access.</p> <p>Subject devotes about 50% of his operational effort to the Soviet and Chinese targets. His operational reporting reflects these priorities and it is timely.</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.			
DATE	SIGNATURE OF EMPLOYEE		
	/s/ [redacted]		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
		/s/ [redacted]	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>During the period under review, this BOC moved into a highly sensitive but potentially very valuable new cover situation, in which he has infinitely greater access to Soviet and Chinese targets. The [redacted] is also superbly equipped to handle this new position, by virtue of previous experience, linguistic competence and substantive knowledge of the field of endeavor. He should, in our judgment, do a first-class job, [redacted] and for the Organization as well.</p> <p>With respect to the specific duties set forth in the first section of this report, this reviewer would not have rated specific duty number two at the "0"</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
		/s/ [redacted]	

SECRET

SECRET

- 2 -

SECTION C NARRATIVE COMMENTS

complete and literate. Despite his relative isolation [ ] he is well aware of priority objectives, concentrates his efforts in these areas and does not waste time on operationally marginal activities.

As is normal [ ] subject has no supervisory duties with BISHERALD personnel but his cover job provides supervisory responsibility. Subject is meticulous in presentation of financial accountings and his operational expenses are modest. There are no administrative problems related to this project.

SECTION D (cont'd) REVIEWING OFFICIAL

level; in point of fact, it would, in the writer's opinion, merit a solid "S", but no more. Recognizing that such ratings are perforce subjective, and that the rating officer has a closer, almost daily experience factor, nonetheless, the reviewer simply does not believe that the written record of the NOC's accomplishments on the specific targets will support an "O" rating at this time. Even accepting the limitations which the cover situation imposes upon [ ] he has still not performed in a manner which would correspond to the literal definition of "O".

Other than this divergency, the reviewer shares the laudatory comments set forth in the narrative [ ] He is all the things the rater has stated and more: highly intelligent, versatile, linguistically extremely well qualified, and professionally experienced in his cover role. He has begun very well to utilize this new cover position on the Organization's behalf, and it is quite accurate to note that [ ] landed this particular plum (in terms of competition for the cover vacancy) solely on the basis of his own demonstrated talents in the cover context.

In sum, this is an experienced, effective [ ] whose new cover affords him an expanded natural access to a host of the Station's primary targets; he has begun to exploit this access in a sound, logical fashion, and the period ahead should further document the utility of his key situation to our operational programs. In fairness to all concerned, it is simply too early in this new position to attempt a definitive judgment of the depth of access which can be derived from it.

Comments by Chief, [ ]

Although concurring with an overall rating of "S", I consider the "O" ratings for specific duties numbers one and two to be somewhat high and I recommend an "S" for both. Casasin certainly has maintained his cover and we anticipate he will be able to preserve it in his new job. He has just begun to initiate contacts with Soviet personnel of operational interest and it remains to be seen how effectively Casasin can exploit this situation.

SECRET

C/E/P

SECRET

ATTACHMENT - FITNESS REPORT - Thomas B. CASASIN (P)

REVIEWING OFFICER COMMENTS:

Whether Specific Duty No. 1 is rated "O" (as by the Station rater and reviewer) or "S" (as by the EUR Division reviewer), the fact remains that CASASIN is melding his overt life and operational activity against a primary Station target with a degree of success not often achieved by Agency officers.

CASASIN's response to requirements based in  administrative and managerial responsibilities has been prompt and efficient; in this additional specific duty we rate his performance "Strong".

In view of his initiative and competence in a demanding and sensitive  assignment,  agrees with CASASIN's overall performance rating of "Strong".

\_\_\_\_\_  
Chi  anch

10 APR 1973  
\_\_\_\_\_  
Date

SECRET

SECRET

MEMORANDUM FOR: Office of Finance

FROM : Administrative Allowance Committee

SUBJECT : Fixed Allowance Amendment for

~~Career Associate, Thomas B. CADASH~~

1. Effective 14 February 1973, to offset dollar depreciation, the fixed allowance for Subject is revised by substituting the figure \$12,654 for the figure \$12,214. ( )

2. All other provisions of the current Allowance Committee Addendum remain in full force and effect.

UNITED STATES GOVERNMENT

B

Contracting Office

APPROVED:

Allowance Committee

SECRET

E3IMPDET  
CLby 026715



MEMORANDUM FOR: Official Personnel File

SUBJECT

[REDACTED]

CASASIN, T. B.

1. Studies in Intelligence is the Agency's quarterly professional journal. It publishes a wide variety of unique material—historical, analytical, technical, etc.—on all aspects of intelligence both as a profession and as a function of national security and foreign policy. Employees whose writings are accepted for publication make a valuable contribution to the Agency's work which ought to be reflected in their official files.

2. Accordingly, the Board of Editors wishes to record the fact that Studies in Intelligence has published the following material submitted by

[REDACTED]

Article: "What to Do with Defectors" - Vol. V, No. 4 (Fall 1961)

Letter to the Editor - Vol. IX, No. 4 (Fall 1965)

[REDACTED]

Chairman, Board of Editors  
Studies in Intelligence

Distribution:

0 - Subject's Official File

1 - [REDACTED] Pers

Thomas B. Casasin

<u>Date</u>	<u>Action</u>	<u>Compensation</u>	<u>Grade</u>
15 MAY 72	Career Agent	33,260	GS-15/
7 JAN 73	LPI	34,971	GS-15

**SECRET**

**AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM  
For Career Agent, Thomas B. CASASIN**

**Mr. Thomas B. Casasia**

**Dear Mr. Casasia:**

Effective 7 September 1972, paragraph (A) entitled "Fixed Allowance" of your Allowance Committee Addendum dated 18 April 1972, is amended by substituting the figure \$12,234 for the figure \$11,769 to reflect your total HHE storage cost.

All other provisions of your Allowance Committee Addendum remain in full force and effect.

**UNITED STATES GOVERNMENT**

**SIC...**

**BY** \_\_\_\_\_

**Contracting Officer**

**APPROVED:**

\_\_\_\_\_  
**Allowance Committee**

**18 DEC**

**Note: CASASIN was converted from Staff Agent to Career Agent status, effective 15 May 1972. The conversion does not affect any provisions of his Allowance Committee Addendum dated 18 April 1972.**

**E2IMPDET  
CLby 027015**

**SECRET**

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE				
DO NOT COMPLETE FOR HEADQUARTERS USE ONLY				
NAME OF EMPLOYEE (Last, first, middle initial) <b>Thomas B. Casasin</b>	DATE (from item 5-1) <b>26 Sept 73</b>	NAME OF SUPERVISOR (Last) [ ]	DATE (from item 5-2) <b>3 Oct 73</b>	
DATE RECEIVED AT HEADQUARTERS: <b>20 Oct 73</b>	DISPATCH NUMBER: <b>ORAT4785</b>	DATE RECEIVED BY CAREER SERVICE:		
TO BE COMPLETED BY EMPLOYEE				
1. DATE OF BIRTH: [ ]	2. SERVICE DESIGN: <b>CS</b>	3. YOUR CURRENT POSITION: TITLE AND GRADE: <b>AC, Car Assoc, GS15</b>	4. STATION OR BASE: [ ]	5. CRYPT FOR: [ ]
6a. DATE OF PCS ARRIVAL IN FIELD: <b>10 Sep 62 3 Apr 72</b>	6b. REQUESTED DATE OF DEPARTURE: <b>a/a 15 May 1974</b>	6c. EXPECTED DATE OF FIRST CHECK-IN AT HQ: <b>a/a 25 May 1974</b>	6d. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE: <b>same</b>	
7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU: <b>1 daughter, aged 20 (already actually back at her university)</b>				
8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT: <b>My two-year contract with [ ] ends officially 14 May 1974; it is, theoretically, renewable.</b>				
9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-F 240-8) <b>Have continued my spotting and assessment functions, mainly of EXHIBIT and TAPRIN individuals on a selected basis but of third and fourth nationals as well. Have concentrated on two particular EXHIBIT targets, while assuming new cover responsibilities and managing a fairly large-scale, authentic cover property in the field of mass communication. Have also responded to Station investigative needs in fields other than my own, and have maintained a continuing relationship with a high-level, well placed EXHIBIT political-technical management personality. Have also developed a minor, yet well-placed EXHIBIT personality in the field of technical innovation and management.  Have arranged to travel to various venues of technical and scientific meetings for appropriate coverages of personalities or substance, as the case required.</b>				
10. TRAINING DESIRED: INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS <b>I believe that there is none indicated at the present time, especially in view of the time and schedule demanded by my cover functions.</b>				

**SECRET**

**10. PREFERENCE FOR NEXT ASSIGNMENT:**

10A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

I think that in view of the difficulty of obtaining, through legitimate means, the kind of cover assignment I have at the present time, I should stay where I am.

Hevin said that headquarters may wish to give consideration to my moving to a position analogous to the one I have in another organization which is comparable in access and cover to what we know to be the case in [redacted]

I would like, at any rate, to be able to continue to use the [redacted] language operationally.

10B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (for 1st, 2nd, and 3rd choice) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

EXTEND TOUR 6 to 12 MONTHS AT CURRENT STATION TO Oct 74 - Apr 75 (DATE)

BE ASSIGNED TO NUMBER [redacted] & TOUR OF DUTY. INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE.  
1ST CHOICE KA 004 2ND CHOICE KA 3RD CHOICE KA 003

BE ASSIGNED TO [redacted] LD STATION; INDICATE GEOGRAPHIC AREA OR [redacted]  
1ST CHOICE [redacted] 2ND CHOICE [redacted] 3RD CHOICE [redacted]

RETURN TO MY CURRENT STATION

**TO BE COMPLETED BY FIELD STATION**

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Station recommends approval of extension. If CASASIN retains present, excellent cover with [redacted] it is a natural for coverage of primary targets.

**TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE**

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

Hqs approves home leave in April 1974 and new tour.

DATE 10 Apr 74 TITLE Personnel Officer SIGNATURE [redacted]

**FOR USE BY CAREER SERVICE**

14. APPROVED ASSIGNMENT:  
Home leave in April 1974 followed by a new tour.

15. EMPLOYEE NOTIFIED BY DISPATCH NO. 5447 DATED: 10 Feb 1974  
CABLE NO. \_\_\_\_\_ DATED: \_\_\_\_\_

CAREER SERVICE REPRESENTATIVE: \_\_\_\_\_ DATE \_\_\_\_\_  
(Signature)

CONFIDENTIAL

OFAT-1110 7  
19 Feb 74

FITNESS REPORT		NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.					
<b>SECTION A. GENERAL INFORMATION</b>							
1. EMPLOYEE NUMBER	2. NAME (Last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD		
128609	CASASIN, Thomas B.		M	GS-15	D		
7. OFFICIAL POSITION TITLE		8. OFF. DIV./SR. OF ASSIGNMENT		9. CURRENT STATION			
Career Associate		DDO/EUR					
10. TYPE OF APPOINTMENT			11. TYPE OF REPORT				
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> CAREER PROVISIONAL	<input type="checkbox"/> RESERVE	<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> 21-MONTH	<input type="checkbox"/> 30-MONTH	<input type="checkbox"/> REASSIGNMENT	
<input type="checkbox"/> CONTRACT	<input type="checkbox"/> SPECIAL	<input type="checkbox"/> TEMPORARY	12. REPORTING PERIOD (From-to)		13. DATE REPORT DUE IN O.P.		
			1-Jan 73-31 Dec 73		28 February 1974		
<b>SECTION B. PERFORMANCE EVALUATION</b>							
<p><b>U—Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to termination. Describe action taken or proposed in Section C.</p> <p><b>M—Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P—Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S—Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O—Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Maintenance of effective [redacted] and functioning as a WOMACE officer in this situation.						O	
SPECIFIC DUTY NO. 2						RATING LETTER	
Exploits his natural access to Soviet personnel for operational needs.						P	
SPECIFIC DUTY NO. 3						RATING LETTER	
Exploits his wide range of contacts inside and outside his cover organization for operational purposes.						P	
SPECIFIC DUTY NO. 4						RATING LETTER	
Makes imaginative use of cover position to meet Chinese officials at international conferences.						S	
SPECIFIC DUTY NO. 5						RATING LETTER	
Operational reporting.						S	
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or skills, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
						P	

**CONFIDENTIAL**

**SECTION C**

**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training, placement or foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

During the period covered by this report, Subject has settled into his new cover job as an upper-level executive in an international organization. This salary offsets approximately 40% of the cost of maintaining this [redacted]. His cover is, however, excellent for other than financial reasons: Subject's experience and skills are such that he is admirably qualified to perform the job and is doing outstanding work in the eyes of his peers and supervisors, all of whom are unwitting. More importantly, it places him in a situation where he has normal, daily contact with numerous Soviet officials and by skillful use of his cover job he concocts logical reasons for contacting Chinese officials to whom he does not have natural access. In addition to direct contact to target individuals, Subject uses his position to spot and assess co-workers having access to Station targets.

The area of Subject's performance most in need of strengthening is follow-up development of operational targets. His cover situation is somewhat unique for a NOC in that it puts him in daily contact with his priority target group: Soviet officials and other potential agents having direct access to Soviet officials. This access is not fully exploited. He should make a concerted effort to expand social and/or business contacts with the four or five Soviet officials who work in close proximity to him and to seek out and assess eight or ten third

//continued//

**SECTION D**

**CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE 15 Feb 74	SIGNATURE OF EMPLOYEE /s/ Thomas B. CASASIN	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
	Operations Officer	[redacted]
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
I concur with the supervisor's letter ratings and with the substance of his narrative comments. Put as simply as possible, Subject has done an outstanding job in establishing superb access cover; it now remains for him and the Station to exploit it operationally. On the basis of his ability during the reporting period to establish meaningful relationships with target Soviets or to spot and assess leads to potential agents who can, Subject's retention in this assignment would not be justified in terms of costs. The 40% rebate does make this effort entirely defensible, however, but Subject should understand that we expect more concrete results now that his cover position has been solidified.		
DATE 12 Feb 74	OFFICIAL TITLE OF REVIEWING OFFICIAL Deputy Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE [redacted]

**C O N F I D E N T I A L**

**SECTION C - Narrative Comments (continued)**

country nationals who work in the same offices as these Soviet officials. The objective is more first hand reporting by Subject on Soviet officials and assessment reports on several of his co-workers who can be selected and recruited (based on his assessment reports) by other case officers to serve as access agents to Soviet officials.

Despite long service [ ] Subject's knowledge of and responsiveness to Organization priorities and requirements has not weakened. He concentrates on priority targets and his operational reporting is complete, on target and highly literate.

As is normal in an [ ] position, Subject has no supervisory duties over Organization personnel although his cover job does include supervisory responsibilities. Subject is meticulous in his presentation of financial accountings and his operational expenses are modest. There are no administrative problems related to this project.

**C O N F I D E N T I A L**



CONFIDENTIAL

FITNESS REPORT - FIELD TRANSMITTAL

20 Jan 74

SPECIAL NOTE:

Fitness Reports must be prepared with due regard for security considerations. For example, in the case of administrative and support personnel and others whose duties do not in themselves reveal sources of information and methods of operation, it is normally expected that a complete and realistic statement of specific duties may be reported in Section B. However, the nature, source, purpose or disposition of information or operations will not be included. On the other hand, the description of specific duties of certain other employees may jeopardize security and should not be fully reported on this form. In these cases, general statements of specific duties will be included in Section B indicating the level of responsibility.

INSTRUCTIONS

The following items of the Fitness Report will NOT be completed by field personnel.

SECTION A, items 2, 3, 7, and 8

SECTION D, items 1, 2, and 3 (Only in respect to "Typed or Printed Name and Signature")

1. I CERTIFY THAT I HAVE SLEN THIS FITNESS REPORT	DATE 15 II 74	TYPED OR PRINTED NAME AND SIGNATURE OF EMPLOYEE (in pseudonym) Thomas B. Casasin Thomas B. CASASIN
2. I CERTIFY THAT, EXCEPT FOR ITEMS OMITTED UNDER THE ABOVE INSTRUCTIONS, ALL ITEMS APPEARING ON THE ATTACHED FITNESS REPORT HAVE BEEN COMPLETED UNDER PROVISIONS OF LHRINT INSTRUCTIONS OR REGULATIONS.		
DATE	TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR (in pseudonym) Reginald M. GUNION	
DATE 12 Feb 74	TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL (in pseudonym) George T. HEMSLEY	

FORM 45A OBSOLETE PREVIOUS EDITIONS 3-73

CONFIDENTIAL

E-2, IMPDET CL. BY: C07622

(04-47)

**SECRET**

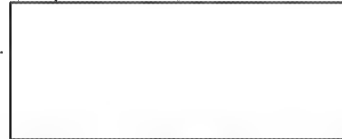
1 August 1972

**MEMORANDUM FOR: Chief, Transactions & Records Branch**

**FROM : Contract Personnel Division**

**SUBJECT : [REDACTED] CASASIN, T B**

**Contact C/CPD prior to servicing any request for verification  
of Agency service.**



**Chief  
Contract Personnel Division**

**NOTE: Subject converted from Staff Agent status to Career Agent status  
effective 15 May 1972; this should be placed in his terminated  
Staff Agent file.**

**SECRET**

**GROUP I - Excluded from automatic downgrading and declassification.**

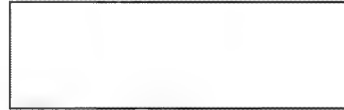
SECRET

1 August 1972

MEMORANDUM FOR: Chief, Insurance Branch/BSD/OP

This is to advise that Thomas B. CASASIN (P) has been employed under an Agency personal services contract effective 15 May 1972. The contract authorizes participation in Civil Service Retirement, FEGLI and Federal Health Insurance.

Subject's contract is the administrative responsibility of DDP/EUR.



Chief  
Contract Personnel Division

Former Staffer (Stf Agnt)

SECRET

GROUP 1 - Excluded from automatic downgrading and declassification

SECRET

(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 006102	
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle) <b>CASASIN Thomas B.</b>			2. DATE OF BIRTH	3. SEX <b>M</b>	4. GRADE <b>GS-15</b>	5. SD <b>D</b>	
6. OFFICIAL POSITION TITLE <b>Ops Officer</b>			7. OFF-DIV OR OF ASSIGNMENT <b>DDP/EUR/F</b>		8. CURRENT STATION		
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER				<input type="checkbox"/> INITIAL			
<input type="checkbox"/> RESERVE				<input checked="" type="checkbox"/> ANNUAL			
<input type="checkbox"/> TEMPORARY				<input type="checkbox"/> REASSIGNMENT SUPERVISOR			
CAREER-PROVISIONAL (See instructions - Section C)				<input checked="" type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. <b>31 March 1972</b>				12. REPORTING PERIOD (From - to) <b>1 April 71 - 31 March 1972</b>			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<p><b>U-Unsatisfactory</b> Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>M-Marginal</b> Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.</p> <p><b>P-Proficient</b> Performance is satisfactory. Desired results are being produced in the manner expected.</p> <p><b>S-Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O-Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 <b>Maintenance of effective <input type="checkbox"/> status and functioning as a WOMACE officer in this situation.</b>						RATING LETTER <b>O</b>	
SPECIFIC DUTY NO. 2 <b>Maintains direct contact with MHARSH personnel.</b>						RATING LETTER <b>S</b>	
SPECIFIC DUTY NO. 3 <b>Provides spotting reports on wide range of contacts and follows up with additional meetings when individual is of special interest to Station.</b>						RATING LETTER <b>S</b>	
SPECIFIC DUTY NO. 4 <b>Responds to Station requirement for information on individuals or organizations.</b>						RATING LETTER <b>P</b>	
SPECIFIC DUTY NO. 5 <b>Operational reporting.</b>						RATING LETTER <b>P</b>	
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER <b>S</b>	

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Mention performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds. Do not exceed 2000 words. If extra space is needed to complete Section C, attach a separate sheet of paper.

During the period covered by this report subject's job with a scientific publication was terminated for economy reasons. He has now, by his own efforts and with no BKTRUST help, obtained a similar position (as of mid-March the contract has not been signed but it is almost certain that he has the job) with an international organization. The job is at a professional level with a salary that will offset approximately 40% of the total cost of this activity. His [redacted] background in scientific journalism were instrumental in obtaining this job. Subject's operational security is good and all indications are that his cover security is superb.

Despite a full time cover job, and completely unwitting employer, subject has maintained a high output for BKTRUST. He has maintained frequent and meaningful contact with two MHHARSH nationals [redacted] and with an MHHARSH couple in another European city. The flow of spotting reports is equal in number and quality to those produced when his cover work was less demanding. One person spotted and assessed by subject was successfully recruited by an "inside" case officer. Subject's cover situation precludes the possibility of his recruiting.

/continued/

SECTION D

CERTIFICATION AND COMMENTS

1.

BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE

SIGNATURE OF EMPLOYEE

/s/ Thomas B. CASASIN

2.

BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE

24 March 1972

OFFICIAL TITLE OF SUPERVISOR

Ops Officer

TYPED OR PRINTED NAME AND SIGNATURE

/s/ [redacted]

3.

BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See Attached Sheet.

DATE

27 March 1972

OFFICIAL TITLE OF REVIEWING OFFICIAL

DCOS

TYPED OR PRINTED NAME AND SIGNATURE

/s/ Hugh Montgomery

SECRET

SECRET

SECTION C. NARRATIVE (continued)

It has been noted in past fitness reports that subject was weak in long-range, operational development of a target. The ease and probable success of an extended development is a function of the personalities involved. During this reporting period subject has conducted a sustained development of an MHHARSHER despite their different ages and divergent personalities thus demonstrating improvement in this area.

It some times appears that subject's reporting could be more precise and more closely attuned to BKTRUST objectives. This is probably the result of time limitations, and the [ ] officer's knowledge of BKTRUST needs is lessened by his relative isolation.

As is normal [ ] situation, subject has no supervisory duties with BKTRUST personnel. His cover job provided supervisory responsibility. Subject is meticulous in presentation of financial accountings and his operational expenses are modest.

SECRET

S E C R E T

Section 3 - Comments by Reviewing Official

The career of this [ ] officer has reached a crucial juncture; if, as we currently anticipate, he succeeds in landing the position for which he appears to have the inside track, he will gain access to an institution and its employees which could prove to be invaluable. His new function will permit the widest possible access to a variety of targets, and with careful guidance, his utility as a spotter and assessor should improve very substantially.

The report notes that this officer has conducted a lengthy dialogue with an MIHARSH target; it is quite accurate that our [ ] has handled himself well in a situation where disparity in age and background renders the relationship somewhat incongruous. Nonetheless, accuracy requires that we record that the NOC's interlocutor has obviously not maintained his ongoing relationship solely for altruistic motives, and has, in point of fact, on one occasion suggested that [ ] might wish to "help" him in the preparation of restricted distribution reports on the local situation, even though the particular topic was in itself totally innocuous. For these reasons we continue to monitor this relationship with great care, particularly since we simply cannot assess its longer range viability and the direction it is likely to take.

In sum, [ ] has done the best he could under somewhat trying circumstances, exacerbated by the severe economic problems of his erstwhile employer, which led to the NOC's being separated from that position at the end of last year. Through his own efforts, [ ] learned of the vacancy for which he has applied, and by assiduous and discriminating manipulation of his extensive connections on the local scene, has managed to maneuver himself into becoming the leading candidate for the post. If he is accepted for this position, his value to the Organization will unquestionably increase by a quantum leap, and we are consequently optimistic concerning his future ability to make an impressive contribution to Organizational goals on the local scene.

S E C R E T





[Redacted]  
E7/F7X  
E7/S  
E5 1972

SECRET

SECRET

20:07:23 08Z

CITE/DIRECTOR 71970  
7/999

RYSAT ADMIN PERS TOPSY WODEEP WOGAME

REF: [Redacted] 27961 (IN 597183)

1. UNITED STATES CIVIL SERVICE COMMISSION BACKGROUND INVESTIGATION CASASIN HAS BEEN CANCELLED.
2. ALSO TAKING MEASURES BACKSTOP PRIOR EMPLOYMENT. BUT REGRET IT NOT POSSIBLE BACKSTOP WITH FEDERAL RECORDS CENTER. IF [Redacted] QUERIES FRC ITS RESPONSE WILL BE "NO RECORD."
3. IF [Redacted] QUERIES SKOGSBERG DELEGATION RE [Redacted] RESPONSE, PRESUME SKOGSBERG CAN ARRANGE REPLY THAT [Redacted] IN ERROR" BECAUSE CSC INVESTIGATION CONSISTENT CASASIN'S CURRICULUM VITAE.
4. NO FILE.

END OF MESSAGE

E/COV [Redacted] (IN DRAFT)

OS/OSD/SAB [Redacted] TELECORD

OC/CS [Redacted] TELECORD

COORDINATING OFFICERS

C/EUR

RELEASING OFFICER

SECRET

AUTHENTICATING OFFICER

WHEN FROM THE ISSUING OFFICE IS PROHIBITED.

COPY NO.

ORIG: [redacted] *48*

MESSAGE FORM TOTAL COPIES: *16-2*

REVISIONS AND CORRECTIONS SEEN BY

DATE: 5 APRIL 1972

CABLE SECRETARIAT DISSEMINATION BY: *48* PER [redacted]

INDEX  NO INDEX  RETURN TO [redacted] BRANCH  FILE RID

FILE IN CS FILE NO. [redacted]

CONF: *ELR6* FILE VR. *NOAD3, OR2, CCS2,*

(classification) (date and time filed) (title) (reference number) (pics)

SECRET

CITE DIRECTOR

TO [redacted]

*02072 (1) 002*

*252752 7*

ADMIN TOPSY WUDEEP

1. FOLLOWING IS STATUS REPORT ON TALKS WITH CASASIN RE CONVERSION TO CAREER AGENT:

A. PROCESSING FOR CONVERSION DISCUSSED AT LENGTH WITH CASASIN AND HE AGREEABLE TO TERMS AND CONDITIONS OF CONTRACT, WHICH NOW IN PROCESS. CONTRACT WILL BE FORWARDED WHEN RECEIVED.

B. IN ORDER CONVERT CASASIN TO CAREER AGENT IT NECESSARY ~~TO~~ ALLOW HIM RETAIN PORTION OF COVER SALARY IN LIEU OF 10% LOSS OF STAFF STATUS PAY AND TO MOVE HIM FROM GS-15/8 TO 15/10 LEVEL. ABOVE WILL BE SPELLED OUT FULLY IN CONTRACT.

C. CASASIN WILL BE TRANSFERRED TO [redacted] UPON DATE OF HIS ACCEPTANCE BY [redacted]

2. SHOULD CASASIN NOT BE ACCEPTED BY [redacted] HQS RECOMMENDATION, SUBJECT TO STATION CONCURRENCE, WOULD BE FOR CASASIN TO REMAIN PARIS AS STAFF AGENT FOR RELATIVELY BRIEF PERIOD TO COMPLETE CURRENT OPS ASSIGNMENTS. FOLLOWING THIS PERIOD CASASIN WOULD BE ~~RETURNED HQS FOR REASSIGNMENT~~. REQUEST STATION COMMENT.

5  
4  
3  
2  
1

*[Signature]*

RELEASING OFFICER

COORDINATING OFFICERS  
SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

AUTHENTICATING OFFICER

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[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

TABLE SECRETARIAT DISSEMINATION  
 INDEX  NO INDEX  RETURN TO \_\_\_\_\_ BRANCH  FILE RID  
 FILE IN CS FILE NO. \_\_\_\_\_

CONF: [Redacted] FILE, VR. [Redacted]

(classification) (date and time filed) (date) (page)

SECRET

PAGE TWO

CITE DIRECTOR

252758

3. IF CASASIN ACCEPTED BY [Redacted] WDC/CP  
WDC/CP WOULD LIKE  
CASASIN TDY HQS AREA FOR ADDITIONAL TWO OR THREE DAYS TRAINING.  
CASASIN PLANS RETURN WOCORK FOR DAUGHTER'S GRADUATION FIRST WEEK  
JUNE. THIS WOULD BE THE PRESENT BEST OPPORTUNITY COVER-WISE FOR  
CASASIN TDY HQS AREA.

END OF MESSAGE

E/F/X  
E/PER  
E/COV  
NOCAD/CADRE J. KINSCHI (TELECOORD)

[Redacted]  
E/COPS

DC/NO  
E/SS

[Redacted]

COORDINATING OFFICERS

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downgrading and  
declassification

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COPY NO.

~~SECRET~~

**Attachment #1**

**Item 44. Operational Expenses**

Reimbursement for payment of fringe benefit programs of cover organization (including retirement, health, and life insurance) when it is determined by the Agency that membership therein is necessary for cover and/or security.

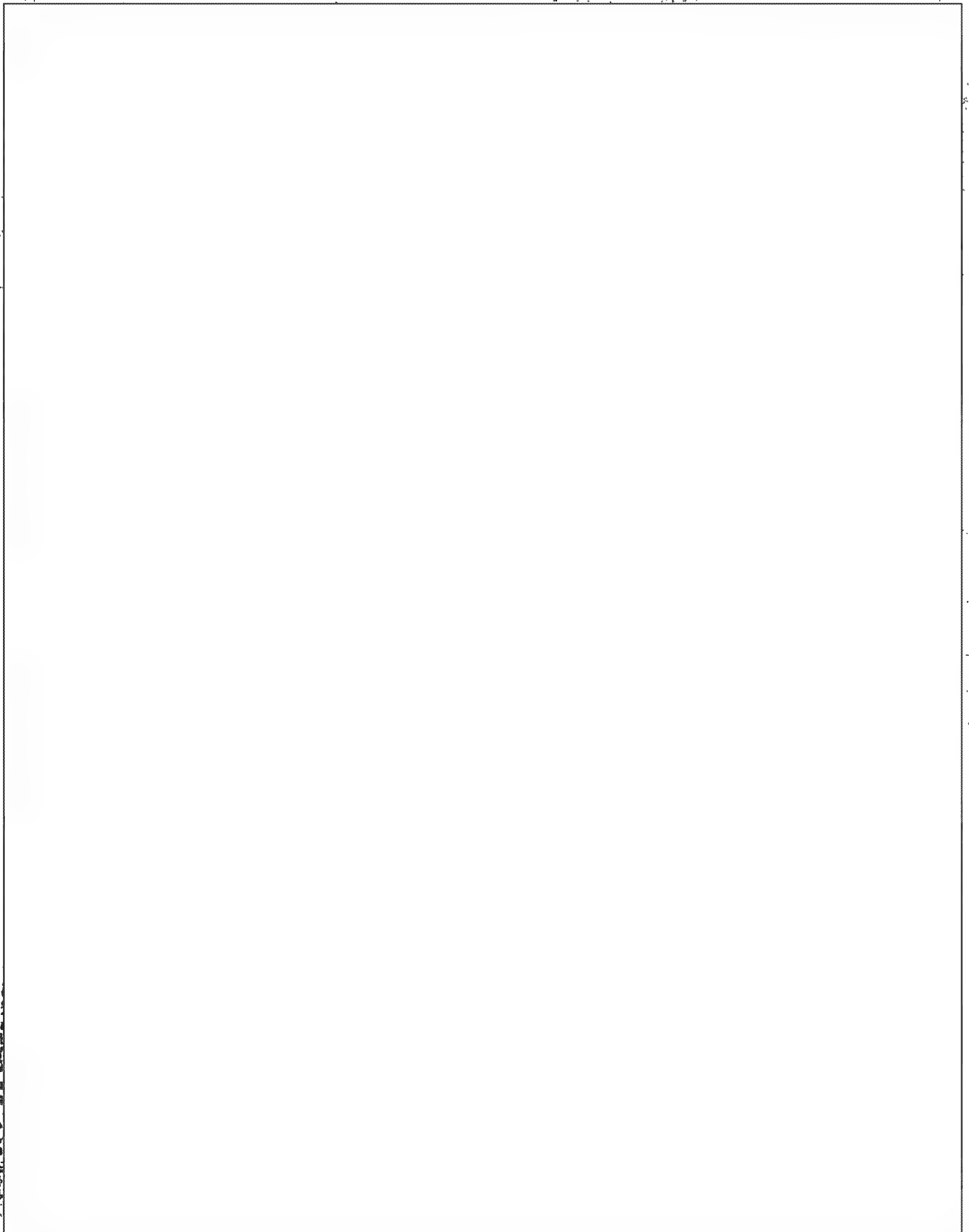
SECRET

Attachment #2

Item 50. Offset of Income

In accordance with IIN 20-129(2b), CASASIN will initially be permitted to retain \$1449 of his cover income without offset. Upon successful completion of three years service under this contract, the offset will be further reduced by \$551, which totals \$2000.

SECRET



CONFIDENTIAL  
(When Filled In)

DATE 29 MAR 72

TO

[Redacted]

MB-1/HQS

FROM: Office of Medical Services

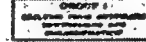
SUBJ: Interim Medical Disposition

This is to advise that the medical processing of [Redacted] is incomplete awaiting receipt of supplemental medical information or completion of corrective medical action. Final medical disposition will be issued when this matter is resolved.

Glenn V. G. 16322

FORM 2997  
7-69

CONFIDENTIAL



(4-26)





<b>CONTRACT INFORMATION AND CHECK LIST (CONTINUED)</b>	CASE OFFICER	DIVISION EUR/F
NOTE: SEE INSTRUCTIONS ON FIRST SHEET.	TELEPHONE EXTENSION 9269	DATE 27 March 1972

**SECTION VIII OTHER BENEFITS**  
 48. BENEFITS (See HR 20-44, HR 20-42, HR 20-7, HR 20-33, and HR 20-620-1, HR 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)

All normal benefits for career agent. Reimbursement for foreign taxes.

**SECTION IX COVER ACTIVITY**

47. STATUS (Check)	<input checked="" type="checkbox"/> PROPOSED	48. TYPE (Check)	<input type="checkbox"/> PROPRIETARY	<input checked="" type="checkbox"/> CULTURAL	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> TOURIST
	<input type="checkbox"/> ESTABLISHED		<input type="checkbox"/> SUBSIDIARIZED	<input checked="" type="checkbox"/> EDUCATIONAL	<input type="checkbox"/> OFFICIAL	<input type="checkbox"/> OTHER

49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS  
 YES  NO  COMPLETE  PARTIAL

**SECTION X OFFSET OF INCOME**  
 50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.)  
 TOTAL  PARTIAL  NONE See Att. #2

**SECTION XI TERM**

51. DURATION	Indef.	52. EFFECTIVE DATE	53. RENEWABLE
DAYS MONTHS YEARS			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

54. TERMINATION NOTICE (Number of days) 90  
 55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION  
 YES  NO

**SECTION XII FUNCTION**  
 56. PRIMARY FUNCTION  
 Operations Officer

**SECTION XIII DUTIES**  
 57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED  
 Spotting, assessment and recruitment of potential operational assets

**SECTION XIV QUALIFICATIONS**  
 58. EXPERIENCE  
 Subject has been associated with CIA for over 20 years as an operations officer.

**SECTION XV EDUCATION**

(Check Highest Level Attained)	GRADE SCHOOL	HIGH SCHOOL GRADUATE	TRADE SCHOOL GRADUATE
	BUSINESS SCHOOL GRADUATE	COMMERCIAL SCHOOL GRADUATE	
	COLLEGE (No degree)	COLLEGE DEGREE	POST GRADUATE
			<input checked="" type="checkbox"/> MA <input type="checkbox"/> PHD

**SECTION XVI LANGUAGE COMPETENCY**

(Check Appropriate Degree Competency)	LANGUAGE	SPEAK			WRITE			READ			61. INDIVIDUAL'S COUNTRY OF ORIGIN
		FLUENT	AVERAGE	POOR	FLUENT	AVERAGE	POOR	FLUENT	AVERAGE	POOR	
			XX			XX			XXX		
			XX			XX			XX		U.S.

**SECTION XVII AREA KNOWLEDGE**

**SECTION XVIII EMPLOYMENT PRIOR TO CIA**  
 59. GIVE INCLUSIVE DATES, POSITION TITLE OR TYPE WORK, SALARY AND REASON FOR LEAVING  
 Guide Publishing Company, Baltimore, Md. - County Editor - 1949  
 Baltimore Housing Authority, Md. - Admin Officer - 1949

**SECTION XIX ADDITIONAL INFORMATION**  
 64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)  
 Authorize advance shipment of HHE presently stored [redacted] to U.S.A. for combining with present HHE in U.S. storage.

APPROVAL

DATE	TYPED NAME & SIGNATURE OF REQUESTING OPERAT.	DATE	TYPED NAME & SIGNATURE OF CONTRACT APPROVING
March 27, 1972	[redacted]		[redacted]

SECRET

Mr. Thomas B. Casasin

Dear Mr. Casasin:

The United States Government, as represented by the Contracting Officer, hereby contracts with you as an Independent Contractor to render professional services of a confidential nature under the following terms and conditions:

1. Fee. For professional services rendered hereunder, you will be paid a fee calculated at the rate of \$8,000 per annum. Payments will be made as requested by you in writing in a manner acceptable to the Government.

2. Taxes. As an Independent Contractor, monies paid you under paragraph one (1) above constitute taxable income for Federal tax purposes and you must satisfy your Federal tax liability thereon. Such income may be paid you by or through a cover facility. Because of cover, operational and security considerations, the Tax Board or this organization is authorized to make certain determinations and establish procedures (including tax withholdings) which will result in the full satisfaction of your Federal income and Social Security tax obligations. It is specifically understood and agreed that such determinations and procedures, whether oral or written, constitute an integral part of this contract and are legally incorporated herein by reference.

3. Travel. You will be advanced or reimbursed funds for travel and transportation expenses for you and your dependents to and from your permanent post of assignment and for you alone for authorized operational travel. In addition, you will be entitled to storage of such household and personal effects as are not shipped in conformance with applicable organization policies and procedures. You may be entitled to per diem in lieu of subsistence in the course of all travel performed hereunder and when authorized for you alone while on temporary duty away from your permanent post of assignment. Upon your satisfactory completion of services hereunder, you will be authorized transportation expenses for you, your dependents and your household and personal effects to your recorded permanent place of legal residence in the United States. All travel, transportation and per diem provided for under this paragraph must be properly authorized and expenses incurred herewith are subject to payment and accounting in substantial compliance with Government regulations or your cover facility, whichever is directed by the Government.

4. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including, but not limited to, entertainment and the purchase of information, as specifically approved by the Government. Such funds will be subject to payment and accounting in substantial compliance with applicable Government regulations.

5. Repayment. It is recognized that your failure to account for or refund any monies advanced you hereunder shall entitle the Government to withhold the total amount of such indebtedness or any portion thereof from any monies due you under the terms of this contract in such manner as it deems appropriate.

6. Execution of Documents. If, during your utilization hereunder, you assume the custody of Government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by this organization to evidence this relationship.

SECRET

SECRET

SECRET

7. Status. Your legal status under this agreement is that of an Independent Contractor. Nothing contained herein shall be construed as implying the creation of an employee-employer relationship.

8. Requirements. Requirements levied upon you by this organization hereunder are a part of this contract provided they are not inconsistent with the terms hereof.

9. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or negotiated benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government.

10. Secrecy. By virtue of personal knowledge acquired during this and any previous association, you will become privy to employees, associates, plans, programs, methods and the like of this organization, in particular, and the U. S. Intelligence Community, in general. As a direct consequence of this knowledge, you agree to keep forever secret all classified information so obtained; to refrain from presenting a paper, writing for publication; making a speech through any media or forum, or other public statement on the subject of intelligence, factual or fictional, without prior authorization by the Government. Violation of such secrecy may subject you to criminal prosecution under the espionage laws of the U. S. and other applicable laws and regulations.

11. Term. This contract is effective as of 1 July 1974, and shall continue thereafter for a period of one (1) year unless sooner terminated upon (fifteen (15) days' actual notice by either party hereto. Termination or expiration of this agreement will not release you from the provisions of paragraph ten (10) above and any secrecy oath you may be required to take.

UNITED STATES GOVERNMENT



ACCEPTED:

Thomas E. Casasin  
Thomas E. Casasin

WITNESS:

APPROVED:

RCB/jff  
28 June 74

SECRET

Mr. Thomas B. Casasin

Dear Mr. Casasin:

The United States Government, as represented by the Contracting Officer, hereby contracts with you for your services as a Career Agent under the following terms and conditions:

1. Status. Your status is that of a Government employee under contract and, as such, your rights and benefits are governed by the provisions of this agreement. It is specifically understood that you are not entitled to rights and benefits pertaining to appointed staff status, except as provided herein.

2. Cover. In the performance of your services hereunder, you will act under cover suitable to conceal your relationship with the Government. It is expressly understood and agreed that any and all documents which you may execute in the course of such cover employment are subordinate to this agreement and any contradiction of terms which may in any way amplify, extend or restrict your rights and/or obligations hereunder shall be resolved by this agreement which shall always be dominant.

3. Compensation. In full consideration for your services as a Career Agent, and subject to the provisions set forth in paragraph four (4) below, you are guaranteed payment of a basic salary of \$33,260 per annum, the equivalent of a GS-15/10. In addition, you are herein authorized legislative salary adjustments and a post differential in substantial conformance with rules and regulations applicable to Government appointed personnel. Your Federal Tax liability, benefits, retirement and the like shall be based upon said basic salary.

4. Disposition of Cover Emoluments.

(a) Earned Cover Income.

(1) Earned cover income is herein defined as income (including benefits in kind) received by you from your cover activities, which income does not have as its source the Government (this organization) or for which reimbursement from the Government has not nor will be sought by the cover activity.

(2) Earned cover income in an amount initially computed at the rate of \$1449 per annum may be retained by you in addition to your basic contractual salary for the first three consecutive years of successful service hereunder; thereafter, at the rate of \$2000 per annum.

(3) Earned cover income in excess of that set out in subparagraph two (2) above will be offset and thereby reduce your basic contractual salary by a like amount.

SECRET

(4) You will initially report to this organization, upon assumption of cover status and thereafter on an annual basis, your rate of cover compensation. Any changes during the year will also be reported. This organization will pay your basic contractual salary (initially \$33,260) until such time as reports indicate cover income in excess of that set out in sub-paragraph two (2) above. You will thereafter be paid at your full rate of compensation less anticipated earned cover income based on the last report. Adjustments, if any, will be made following receipt of the year-end report. Failure to timely submit reports may result in a delay or suspension of contractual payments due you hereunder.

(b) **Other Cover Emoluments.** With the exception of earned cover income, emoluments (including benefits in kind) received from or through your cover activities are the property of the Government and will be disposed of at such times and in such a manner as the Government may prescribe.

5. **Taxes.** (a) As an employee of the Government, you must satisfy your Federal tax liability on the taxable income paid to you under paragraph three (3) above. Such income may be paid you by or through a cover facility. Because of cover, operational and security considerations, the Tax Committee of this organization is authorized to make certain determinations and establish procedures which will result in the full satisfaction of your Federal income tax liability on said income. It is specifically understood and agreed that such determinations and procedures, whether oral or written, constitute an integral part of this contract and are legally incorporated herein by reference.

(b) You will not be required to bear the expense of foreign taxes on income paid or guaranteed you by the Government under paragraph three (3) above. You will be reimbursed for such foreign taxes paid by you, consistent with your cover.

6. **Allowances.** You will be entitled to: (a) Living quarters allowances in conformance with regulations of this organization applicable to its appointed personnel. In the event you are furnished quarters by your cover facility or the Government you will not be entitled to the living quarters allowances herein indicated.

(b) Cost-of-living allowances in conformance with applicable regulations of this organization including, but not limited to, a post allowance or, if applicable, an equalization allowance in lieu thereof, a supplementary post allowance, a transfer allowance, a home service transfer allowance and a separation allowance.

7. Travel. You will be advanced or reimbursed funds for travel and transportation expenses for you, your dependents, your household effects and your personal automobile to and from your permanent post of assignment, and for you alone for authorized operational travel. In addition, you will be entitled to storage of such household and personal effects as are not shipped in conformance with applicable Government regulations. You will also be authorized shipment of household effects, presently stored in Paris, France, for combination with such household effects as are presently in storage within continental United States. You may be entitled to per diem in lieu of subsistence in the course of all travel performed hereunder and, when authorized, for you alone while on temporary duty away from your permanent post of assignment. All travel, transportation and per diem provided for under this paragraph must be properly authorized, and expenses incurred hereunder are subject to payment and accounting in compliance with applicable Government regulations or according to the established policies of your cover facility, whichever is directed by the Government.

8. Operational Expenses. You will be advanced or reimbursed funds for necessary operational expenses including but not limited to payment of fringe benefit program costs, of your cover organization (including retirement, health and life insurance) when it is determined by this organization that membership therein is necessary for cover and/or security, also entertainment and the purchase of information, as specifically approved by the Government. Such funds will be subject to payment and accounting in compliance with applicable Government regulations or according to the established policies of your cover facility, whichever is directed by the Government.

9. Repayment. It is recognized that your failure to account for or refund any monies advanced you hereunder shall entitle the Government or your cover facility to withhold the total amount of such indebtedness or any portion thereof from any monies due you under the terms of this contract in such manner as it deems appropriate.

10. Benefits. (a) By virtue of your employment relationship with the Government hereunder, you are entitled to coverage under the Federal Employees' Compensation Act, as amended. Claims by you, your heirs, or legal representatives under this paragraph will be processed by this organization in accordance with its procedures in such manner as not to impair security.

(b) You will be entitled to sick, annual, and home leave (including travel expenses incident thereto) equal to and subject to the same rules and regulations applicable to Government-appointed employees. Annual leave may only be taken at times and places approved in advance by appropriate representatives of the Government or cover officials. All accrued but unused leave credited to your account under previous employment with the United States Government will be transferred to the leave account established for you under this agreement.

(c) You will be entitled to the continuance of pay and allowances in a manner similar to that set forth in the Missing Persons Act.

**SECRET**

(d) Your participation in the Retirement and Disability System of this Organization is preserved by virtue of your transfer without a break in service from a position of employment wherein qualification for such status was achieved. Contributions into the Retirement and Disability Fund will be deducted from the basic compensation due you hereunder.

(e) You are herein authorized continued coverage under the Federal Employees' Health Benefits Act. This organization is presently authorized to bear a portion of the premium cost, you will bear the remainder. Your financial contribution will be effected either by payroll deduction or by direct remittance at periodic intervals to be established by this organization.

(f) You are herein authorized continued coverage under the Federal Employees' Group Life Insurance Act unless you have previously executed a written waiver of said coverage. This organization is presently authorized to bear a portion of the premium cost, you will bear the remainder. Your financial contribution will be effected either by payroll deduction or by direct remittance at periodic intervals to be established by this organization.

(g) (1) This organization is authorized to pay the cost of necessary hospitalization and related travel expenses for illness or injury incurred by a United States citizen full-time Contract Employee in the line of duty while abroad.

(2) This organization may pay certain necessary costs of hospitalization and related travel expenses for illness or injury incurred by the dependents of a United States citizen full-time Contract Employee permanently assigned abroad, while they are located abroad.

It is understood and agreed that the eligibility and extent of the participation by you and your dependents in the above medical programs will be in conformance with the rules, regulations, and policies of this organization in effect at the time an illness or injury is incurred, that all claims will be submitted only to this organization and that adjudication of such claims by this organization shall be final and conclusive.

(h) You will be entitled to claim reimbursement for loss of personal property pursuant to applicable Government regulations.

11. Offset. Emoluments (including benefits in kind) received from or through your cover activities are the property of the U. S. Government. Procedurally, such emoluments will be offset against amounts due you under this agreement and are acknowledged to be payment by the Government hereunder and for federal income tax purposes. If cover emoluments exceed those due you under this contract, you will dispose of the excess amount in conformance with governmental instructions.

SECRET

12. Execution of Documents. If, in the performance of services under this contract, you assume the custody of Government funds or take title of record to property of any nature whatsoever and wherever situate, which property has in fact been purchased with monies of the U. S. Government, you hereby recognize and acknowledge the existence of a trust relationship, either express or constructive, and you agree to execute whatever documents may be required by the Government to evidence this relationship.

13. Secrecy. (a) You will be required to keep forever secret this contract and all classified information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the espionage laws of the United States and other applicable laws and regulations.

(b) In the event you marry or remarry during the term of this contract, you agree to advise this organization at least one hundred twenty (120) days in advance of such contemplated marriage, or otherwise as soon as known, and to furnish such personal history data on your prospective spouse as may be required by this organization. You understand and agree that should this organization determine that your marriage would limit or otherwise impair your usefulness to the Government, this contract may be terminated.

14. Instructions. Instructions received by you from the Government in briefing, training or otherwise are a part of this contract and are incorporated herein, provided that such instructions are not inconsistent with the terms hereof.

15. Reassignments. During your period of service under this agreement, it may be necessary for this organization to terminate an assignment for reasons beyond your control. In such event, you will be given every consideration for other assignments appropriate to Career Agents.

16. Unauthorized Commitments. No promises or commitments pertaining to rights, privileges or benefits other than those expressly stipulated in writing in this agreement or any amendment thereto shall be binding on the Government. Specifically, you herein acknowledge that this organization makes no commitment, either express or implied, that appointed employment status will be offered you at the conclusion of or during your period of contractual service.

17. Term. This contract is effective as of 15 May 1952 and shall continue thereafter for an indefinite period unless sooner terminated:

(a) Upon ninety (90) days' actual notice by either party hereto,

(b) Upon actual notice to you in the event the results of an initially required medical examination are determined by this organization to be unsatisfactory, or



SECRET

(c) Without prior notice by the Government, in the event of a breach of this contract by your violation of the security provisions hereof or by your otherwise rendering yourself unavailable for acceptable service.

Termination of this agreement will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

[Redacted Signature]

BY \_\_\_\_\_  
Contracting Officer

ACCEPTED:

Thomas B. Casasin  
Thomas B. Casasin

WITNESS:

[Redacted Signature]

APPROVED:

\_\_\_\_\_

RCB/dlc  
4/5/72

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1 SERIAL NUMBER	2 NAME (LAST FIRST MIDDLE)	PREPARED BY: 05/11/72
	LASASIN THOMAS D	

3 NATURE OF PERSONNEL ACTION INITIAL ENTRY	4 EFFECTIVE DATE MO DA YR 02 15 72	5 CATEGORY OF EMPLOYMENT CAREER AGENT (S)
-----------------------------------------------	------------------------------------------	----------------------------------------------

6 FUNDS	7 FINANCIAL ANALYSIS NO CHARGEABLE	8 CSC OR OTHER LEGAL AUTHORITY
V TO V O TO V	A O TO O	3136-1231

9 ORGANIZATIONAL DESIGNATIONS DDP DIRECTORATE EUROPEAN DIVISION	10 LOCATION OF OFFICIAL STATION
-----------------------------------------------------------------------	---------------------------------

11 POSITION TITLE OPS OFFICER	12 POSITION NUMBER	13 CAREER SERVICE DESIGNATION
----------------------------------	--------------------	-------------------------------

14 CLASSIFICATION SCHEDULE (GS, LS, etc.) (FULL TIME) GS	15 OCCUPATIONAL SERIES 0136.01	16 GRADE AND STEP 15 0	17 SALARY OR RATE DOB: 02036 LFI: 02407
-------------------------------------------------------------	-----------------------------------	---------------------------	-----------------------------------------------

18 REMARKS

----- STATUS INFORMATION -----

BIRTH DATE: 24 SEX: M MARITAL ST: DIV NO. DEPENDENTS: 01  
 CITIZENSHIP: US/BIRTH LONGEVITY COMP: FED SERVICE COMP: 030744  
 TYPE RETIREMENT: CIA R-D HOSPITALIZATION: F PLAN:  
 FEGLI: YES PREV. GOVT SERV: 4 SAL. TASK LIMIT:  
 PAY BASIS: A A/L IND: 0 S/L IND: 4

----- CONTRACT INFORMATION -----

EFF DATE: 051572 EXPIRATION DATE: INDEFN DATE ORIG CONTRACT: 051572  
 REFERRING OFFICER: EUR PERS REFR ORG: EUR PHONE: 6913

----- ENTITLEMENTS/ELIGIBILITIES/ALLCHANGES -----

TAX STAFF: Y FED EXP: STATE EXP: STATE:  
 TRAVEL: CHI OPS EXPENSE: Y HOUSING: A POST/EQUAL:  
 HOME LEAVE: 4 DIFFERENTIAL: Y OFFSET CLAUSES: Y STD GOVT: Y  
 LEGAL PAY: Y PREMIUM PAY: N ALLOWANCE COM: N EDUCATION:  
 STEP INCRS: N OTH TAX RATE: N OTHER ALLWNS: N SEPARATION:

SIGNATURE OR OTHER AUTHENTICATION

BRG: 01 JUN 71

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER <b>008102</b>		2. NAME (LAST FIRST MIDDLE) <b>CASASIN THOMAS B</b>	
3. NATURE OF PERSONNEL ACTION <b>EXTENSION OF PRA NTE: 24 FEBRUARY 1971</b>		4. EFFECTIVE DATE MO DA YE <b>02 23 71</b>	5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>
6. FUNDS	V TO V	V TO CF	7. Financial Account No. Chargeable <b>1136 1231 0000</b>
	CF TO V	CF TO CF	
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/EUR FOREIGN FIELD</b>		10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE		12. SERVICE DESIGNATION	
<b>OPS OFFICER</b>		<b>0668 D</b>	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) <b>GS</b>	15. OCCUPATIONAL SERIES <b>0136.01</b>	16. GRADE AND STEP <b>15 7</b>	17. SALARY OR RATE <b>29099</b>
18. REMARKS			
SIGNATURE OR OTHER AUTHENTICATION			

10 Use Previous Edition

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

(651)  
(When Filled In)

SECRET  
(When Filled In)

EDG: 17 AUG 70

NOTIFICATION OF PERSONNEL ACTION

CB

1. SERIAL NUMBER <b>006102</b>		2. NAME (LAST-FIRST-MIDDLE) <b>CASASIN THOMAS B</b>		
3. NATURE OF PERSONNEL ACTION <b>EXTENSION OF PRA NTEL 24 FEBRUARY 1971</b>			4. EFFECTIVE DATE MO DA YR <b>07 20 70</b>	5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>
6. FUNDS	V TO V	V TO CF	7. Financial And/or No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	CF TO CF		
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>1136 1231 0000</b>	<b>50 USC 400 J</b>
9. ORGANIZATIONAL DESIGNATIONS <b>DDP/EUR FOREIGN FIELD</b>			10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE <b>OPS OFFICER</b>			12. POSITION NUMBER <b>0638</b>	13. SERVICE DESIGNATION <b>D</b>
14. CLASSIFICATION SCHEDULE (GS, GS, GS...) <b>GS</b>		15. OCCUPATIONAL CLASS <b>0136.01</b>	16. GRADE AND STEP <b>15 7</b>	17. SALARY OR RATE <b>27463</b>
18. REMARKS				
SIGNATURE OR OTHER AUTHENTICATION				

FORM 560 1150 Use Previous Edition

SECRET

GROUP Excluded from automatic downgrading and declassification (4-51) (When Filled In)

10 MAR 69

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER <b>005102</b>		2. NAME (LAST FIRST MIDDLE) <b>CASASIN THOMAS B</b>	
3. NATURE OF PERSONNEL ACTION <b>EXTENSION OF PRA NTL: 24 FEB. 1970</b>		4. EFFECTIVE DATE MO DA YR <b>02 29 69</b>	5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>
6. FUNDS	V TO V	V TO CF	7. Position Analysis No. Chargeable <b>9136 1231 0000</b>
	CF TO V	CF TO CF	
9. ORGANIZATIONAL DESIGNATIONS <b>DDP EUR FOREIGN FIELD</b>		10. LOCATION OF OFFICIAL STATION	
11. TITLE <b>OPS OFFICER</b>		12. POSITION NUMBER <b>11663</b>	13. GRADE DESIGNATION <b>D</b>
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) <b>GS</b>	15. OCCUPATIONAL SERIES <b>0136.01</b>	16. GRADE AND STEP <b>15 7</b>	17. SALARY OR RATE <b>23734</b>
18. REMARKS			
SIGNATURE OR OTHER AUTHENTICATION			

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION						
1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)				
006102		CASASIN THOMAS B				
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT			02 26 67		REGULAR	
6. FUNDS		7. Financial Analyst No. Chargeable		8. CSC, OR OTHER LEGAL AUTHORITY		
V TO V O TO V		V TO O O TO O		7136 1231 0000		50 USC 403 J
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION		
DDP/EUR FOREIGN FIELD						
11. POSITION TITLE			12. POSITION NUMBER		13. SERVICE DESIGNATION	
OP3 OFFICER			0103		D	
14. CLASSIFICATION SCHEDULE (AS OR WS)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE
GS		0136.01		15 6		20585
18. REMARKS						
SIGNATURE OR OTHER AUTHENTICATION						

FORM 1150  
5 66

Use Previous  
Edition

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

14-011  
(When Filled In)

SECRET  
(When Filled In)

17 APR 66

NOTIFICATION OF PERSONNEL ACTION

OCB

1. SERIAL NUMBER <b>006102</b>		2. NAME (LAST FIRST MIDDLE) <b>CASASIN THOMAS B</b>	
3. NATURE OF PERSONNEL ACTION <b>DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM</b>			4. EFFECTIVE DATE MO DA YR <b>04 10 66</b>
5. CATEGORY OF EMPLOYMENT <b>REGULAR</b>			6. ESC OR OTHER LEGAL AUTHORITY <b>SECTION 203 P.L. 88-643</b>
7. COST CENTER NO. CHARGEABLE <b>6136 1231 0000</b>		8. ESC OR OTHER LEGAL AUTHORITY <b>SECTION 203 P.L. 88-643</b>	
9. ORGANIZATIONAL DESIGNATION <b>DUP/VE FOREIGN FIELD</b>		10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE <b>OPS OFFICER</b>		12. POSITION NUMBER <b>0895</b>	13. SERVICE DESIGNATION <b>D</b>
14. CLASSIFICATION CODES (AS OR UNCL) <b>GS</b>	15. OCCUPATIONAL SERIES <b>0136.01</b>	16. GRADE AND STEP <b>15 5</b>	17. SALARY OR RATE <b>18415</b>
18. REMARKS <b>EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION.</b>			
SIGNATURE OR OTHER AUTHENTICATION			

FORM 11-62 1150

Use Previous Edition

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

(4-81)

(When Filled In)

SECRET

WE

AMENDMENT TO  
SUPPLEMENT TO STAFF AGENT PERSONNEL ACTION  
FOR THOMAS B. CASASIN

Mr. Thomas B. Casasin

Dear Mr. Casasin:

Reference is made to your Staff Agent Supplement, effective 5 August 1962.

Effective 27 September 1965, all reference to income is deleted from that supplement and the following provision is substituted:

Taxes. As an appointed employee of the Government you must satisfy your Federal income tax liability on taxable income paid to you. Such income may be paid you by or through a cover facility. Because of cover, operational, and security considerations the Tax Committee of this organization is authorized to make certain determinations and establish procedures which will result in the full satisfaction of your Federal income tax liability on income directly received as a result of your Federal employment. Such determinations and procedures constitute an integral part of your Staff Agent administration.

UNITED STATES GOVERNMENT

BY \_\_\_\_\_

Personnel Officer

Copy furnished to field  
Tmd 852 637

17 Mar 66  
Rt

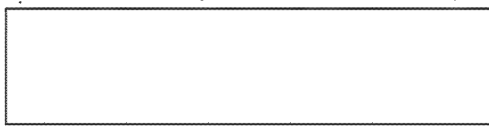


CLASSIFICATION <b>SECRET</b>	PROCESSED SECTION
TO: Chief, EUROPEAN Division	NO. OF PAGES: [ ]
FROM: Chief of Station, [ ]	DATE: [ ]
SUBJECT: ADMIN. BERS. TORSY WODEEP Thomas B. CASASIN	FILE NO. [ ]

*file*  
*Pro-Sect*

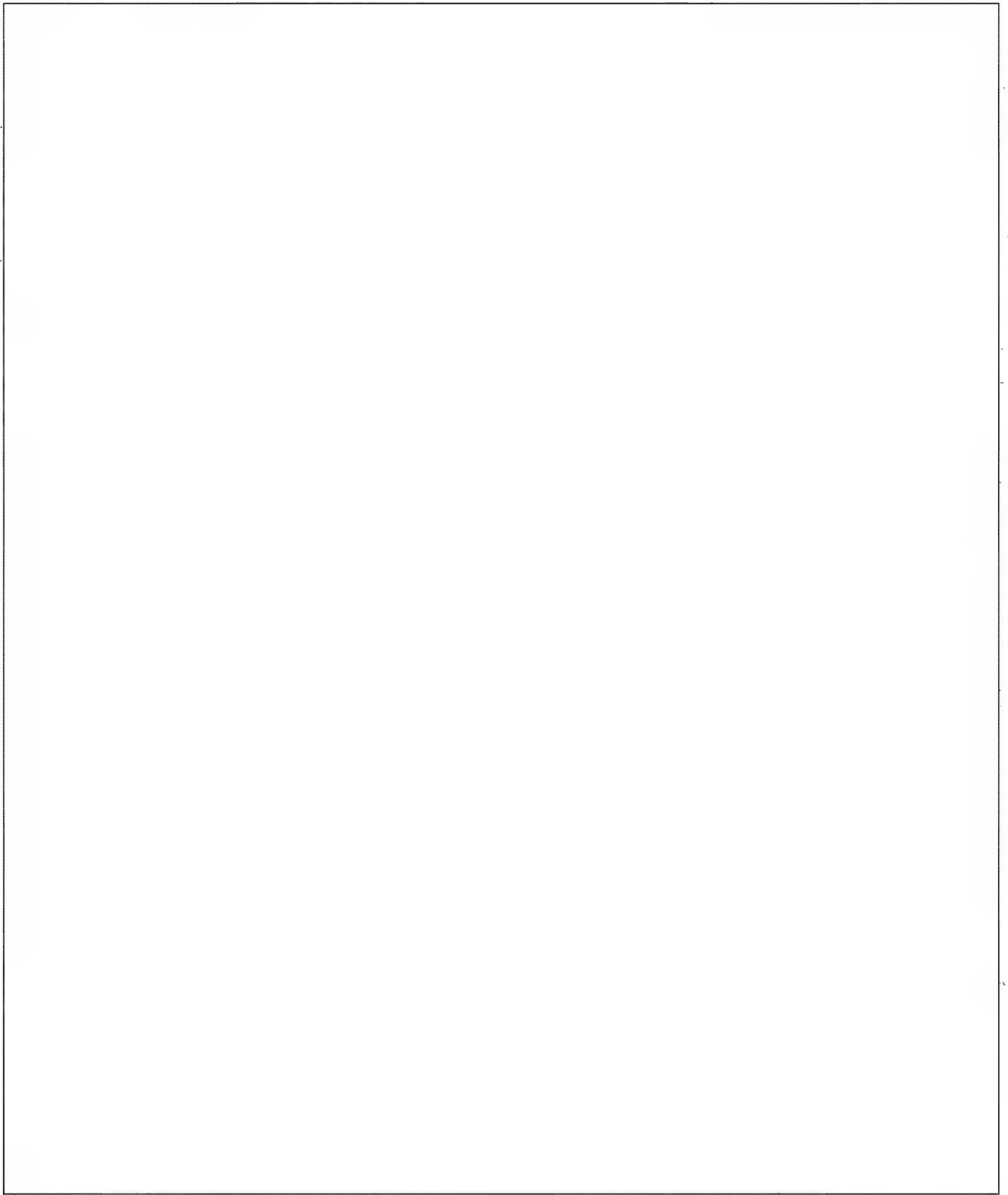
REF: [ ] 2701, 27 April 1972

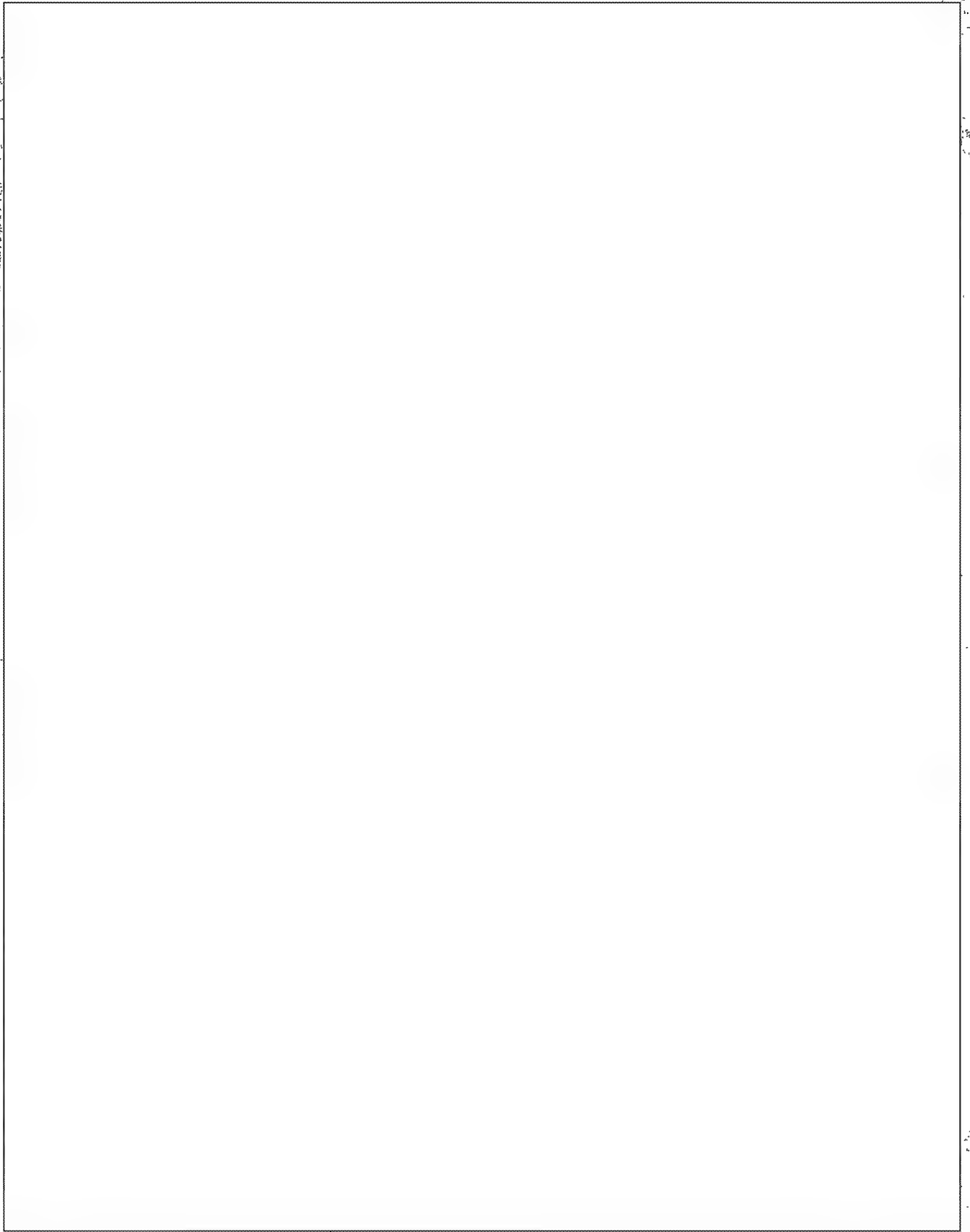
As reported in reference, CASASIN begins his [ ] job on 5 June 1972. Forwarded USC and a Curriculum Vitae which he prepared for [ ] and a completed form required for an LNLUTE security clearance.

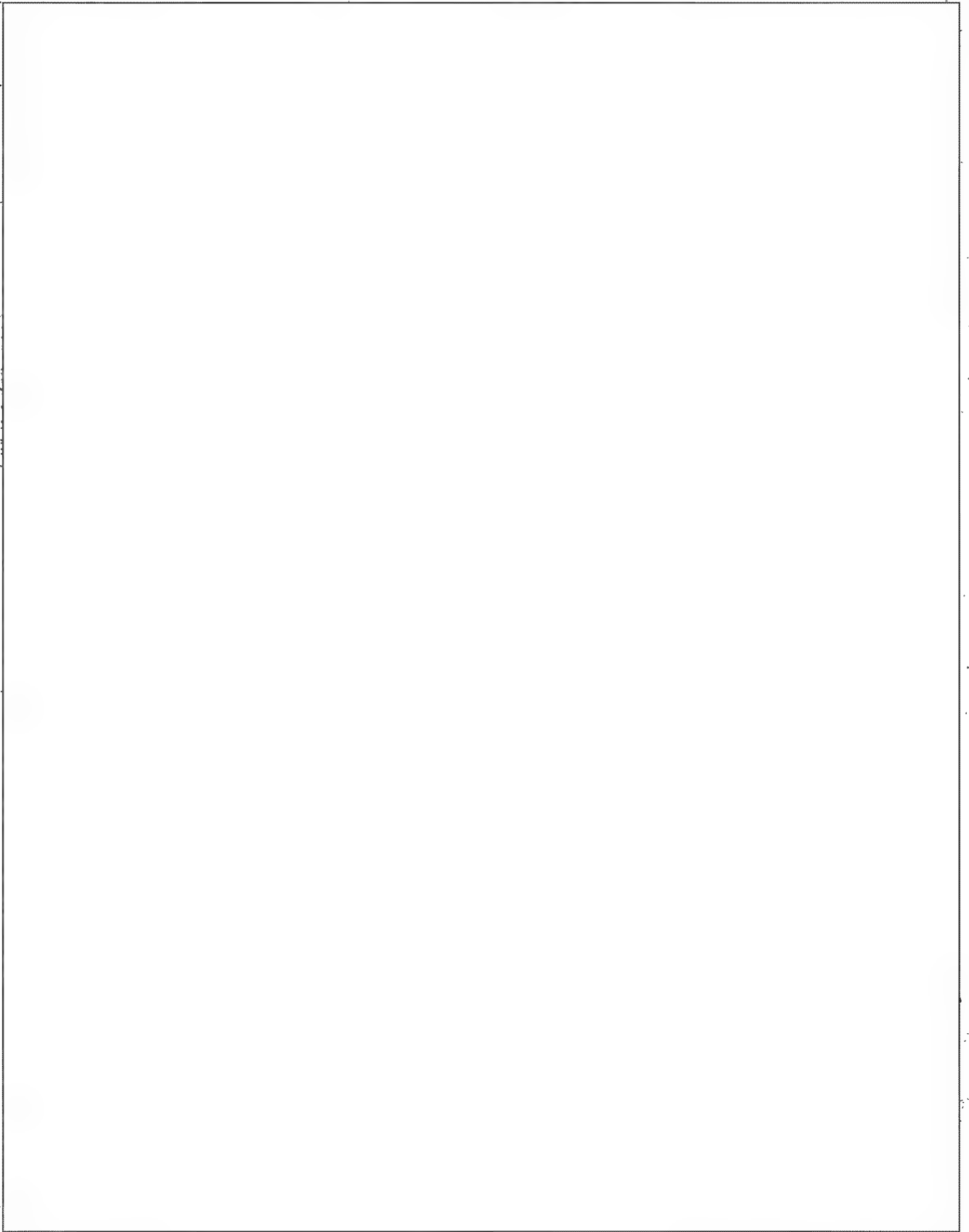


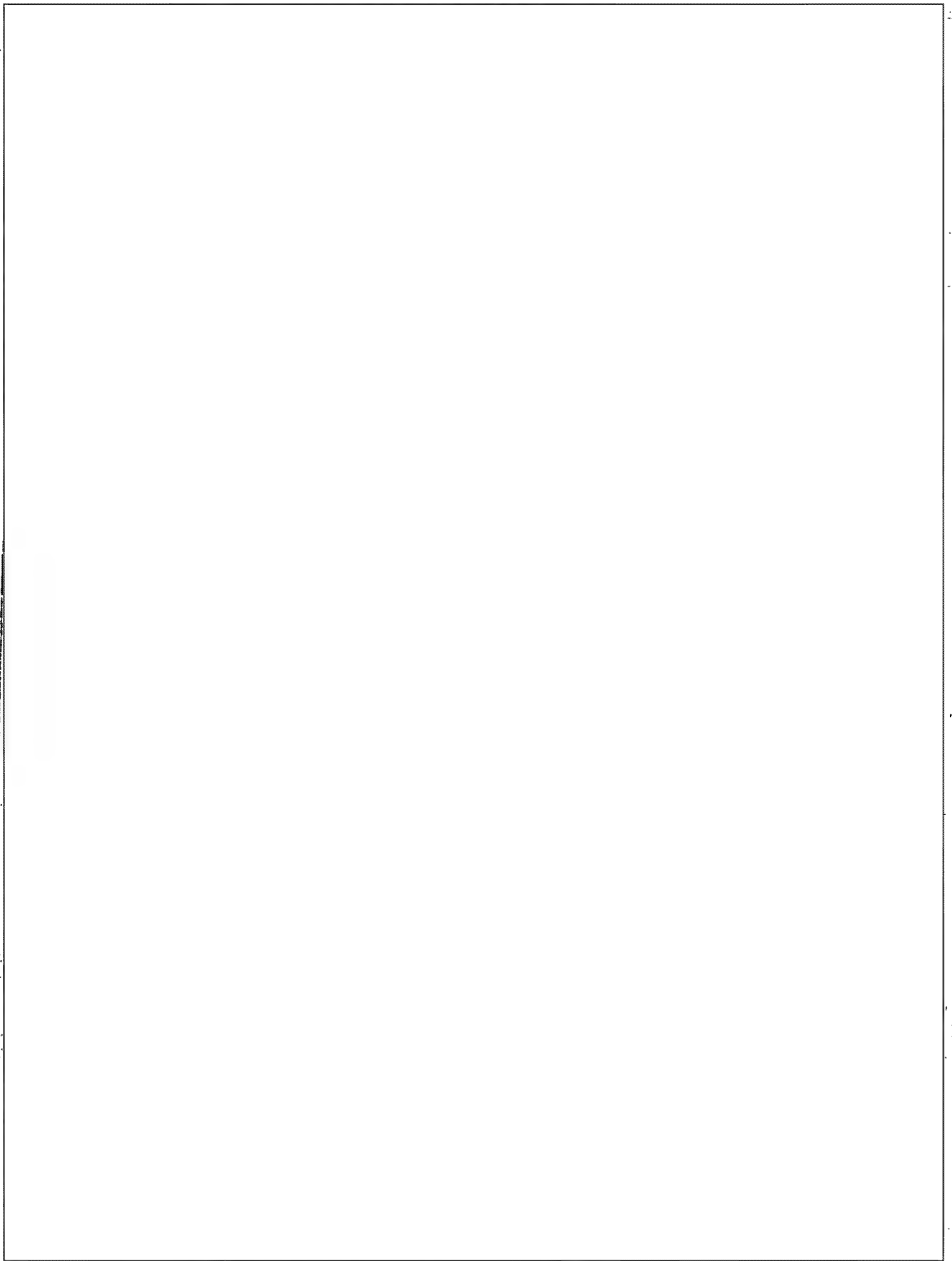
Attachment:  
1. As stated, USC  
Distribution:  
2 C/EUR w/att USC  
1 - [ ]

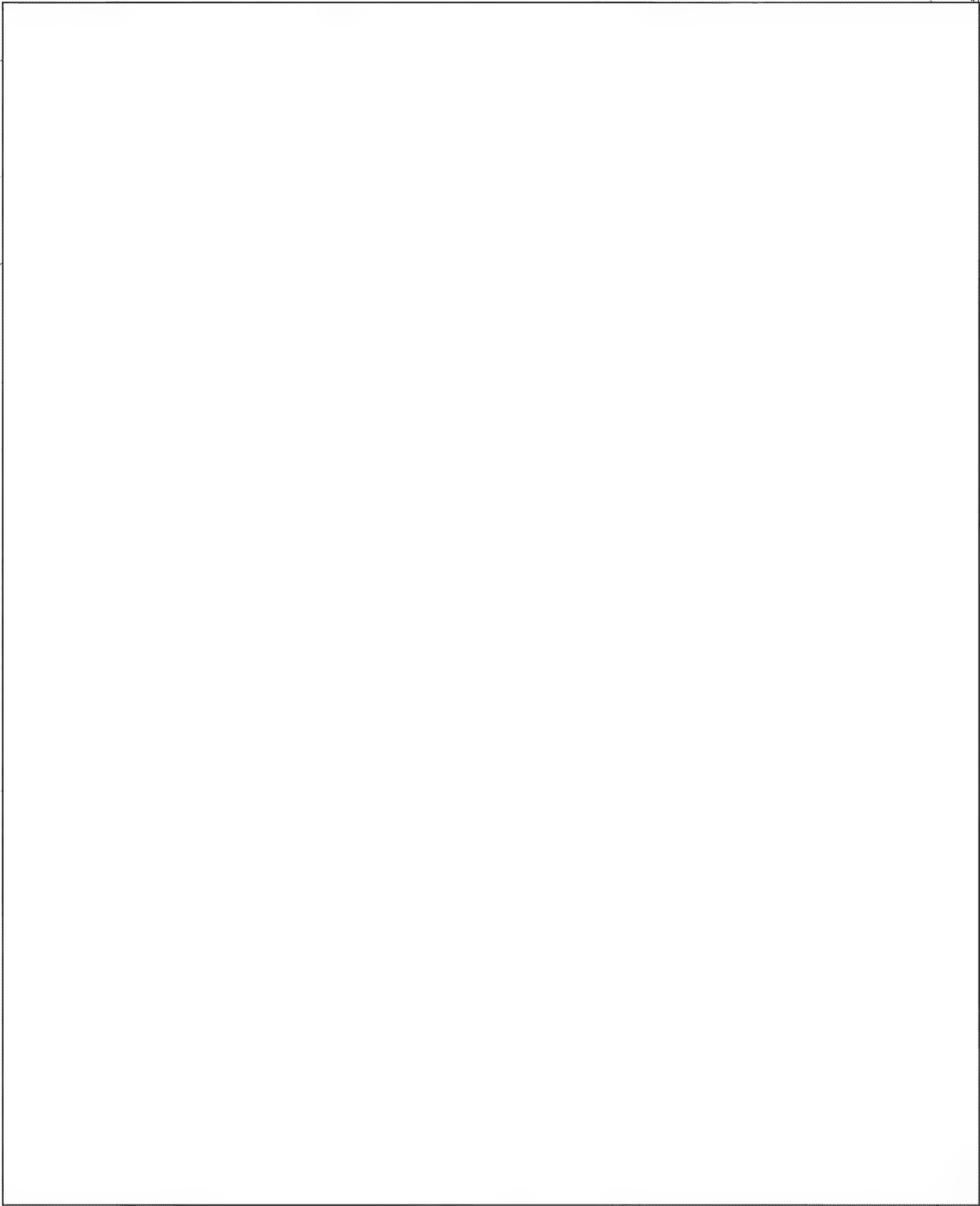
CROSS REFERENCE TO	DISPATCH SYMBOL AND NUMBER	DATE
	[ ]	MAY 8 1972
	CLASSIFICATION	NO. FILED
	<b>SECRET</b>	4 May 1972

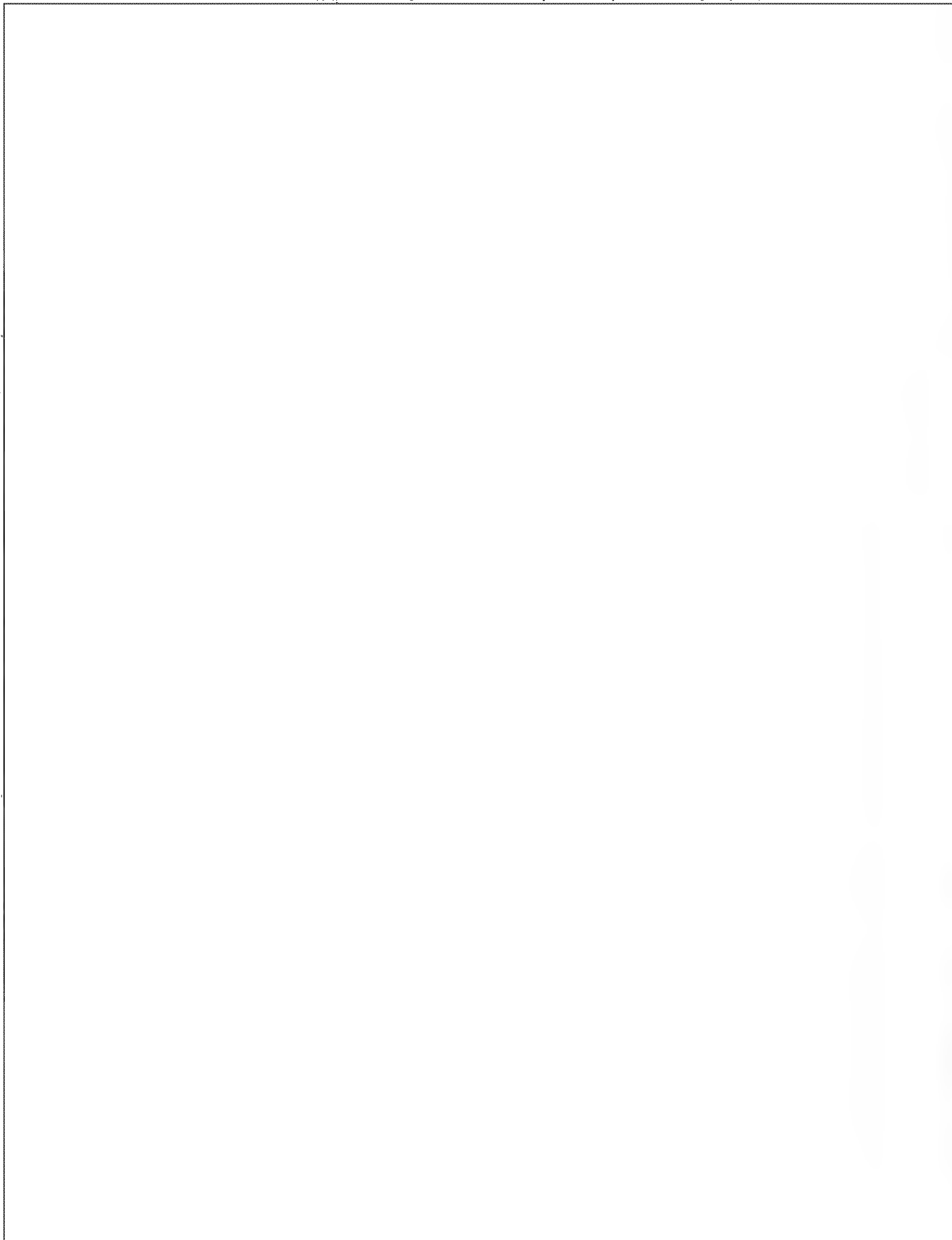


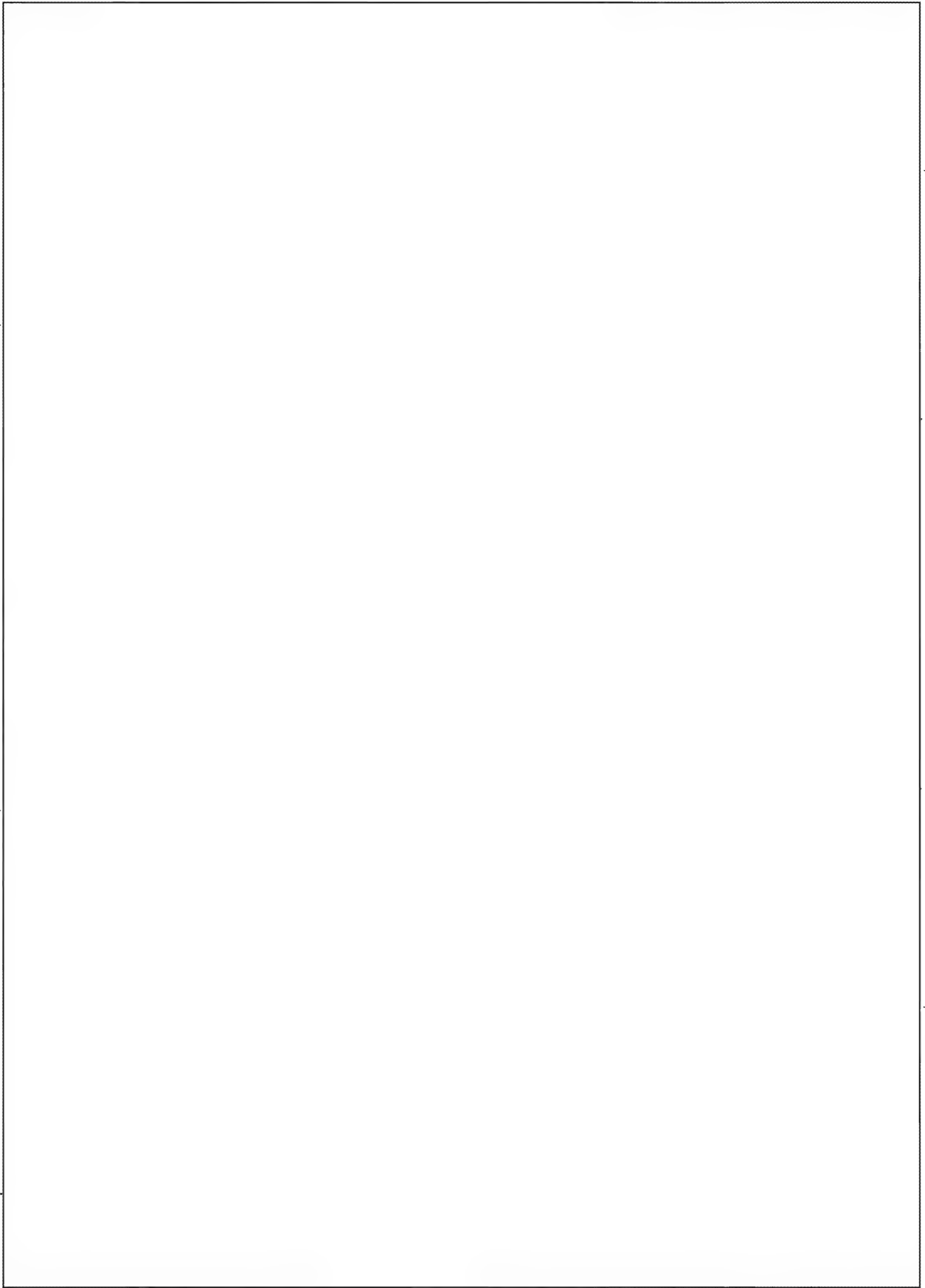




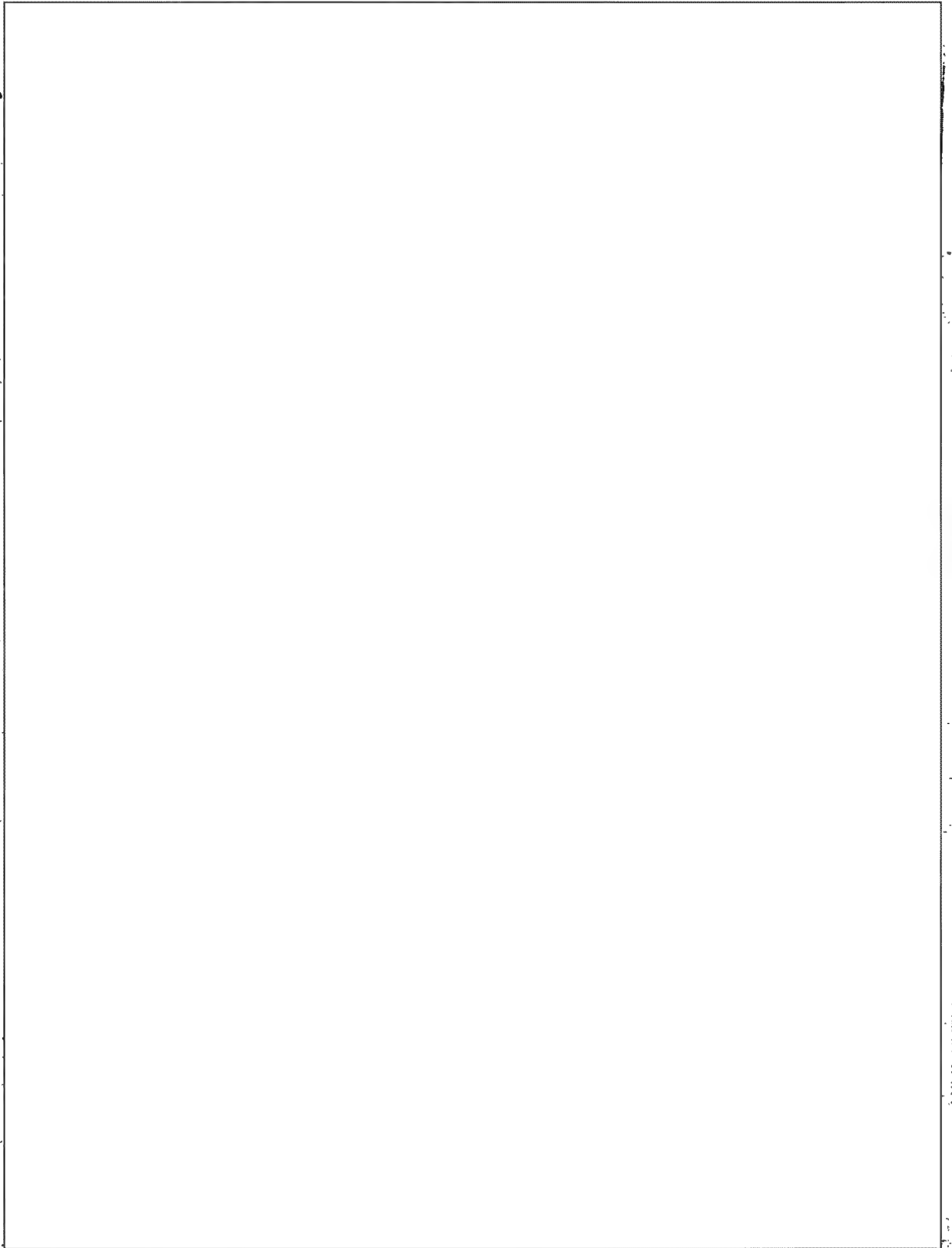












**SECRET**  
(When Filled In)

*ot 9m*

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
				006102			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX	4. GRADE	5. SD	
CASASIN, Thomas B.				M	GS-13	D	
6. OFFICIAL POSITION TITLE			7. OFF/DIV/DR OF ASSIGNMENT		8. CURRENT STATION		
Ops Off			DDP/EUR				
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL	<input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)				<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
31 May 1971				1 April 1970 to 31 March 1971			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<b>U-Unsatisfactory</b>		Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
<b>M-Marginal</b>		Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.					
<b>P-Proficient</b>		Performance is satisfactory. Desired results are being produced in the manner expected.					
<b>S-Strong</b>		Performance is characterized by exceptional proficiency.					
<b>O-Outstanding</b>		Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Gained full-time employment as a senior executive of [redacted] for the purpose of further developing access to Station targets and appreciably lowering the overall cost of the operations in which he is involved.						O	
SPECIFIC DUTY NO. 2						RATING LETTER	
Uses his cover to gain access to MIHARSH personnel and spot leads on eventual access and support-type assets directed against the local MIHARSH and TFFAST targets.						S	
SPECIFIC DUTY NO. 3						RATING LETTER	
Develops and assesses MIHARSH officials with whom he has made contact as well as access prospects to the local MIHARSH and TFFAST targets.						P	
SPECIFIC DUTY NO. 4						RATING LETTER	
Responds to various Station requirements including investigative work.						S	
SPECIFIC DUTY NO. 5						RATING LETTER	
Reports on the above activities.						P	
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
						S	

**SECRET**

SECTION C		NARRATIVE COMMENTS	
<p><small>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.</small></p>			
<p>During the period under review, subject managed to gain full-time employment as a senior executive of an HBSPRITE government subsidized scientific publication at a time of economic slowdown when jobs were not easy to get. He did this without help from Headquarters or the Station. Such an achievement is a tribute to subject's fluency in [ ] his ability to write, his general scientific know-how and his good business sense. Over half of his salary therefore is now paid by this company. In converting to full-time employment, a major adjustment, subject's contribution to the Station operations in the MHHARSH and TPFASST fields against which he is targetted temporarily decreased somewhat. Subject continued, however, to maintain contact with three local MHHARSH officials and initiated contact with three others. He also continued to search for new leads to personalities in the priority areas assigned to him. Subject has the capability to call on local scientists or technicians of just about any nationality with the possible exception of TPFASST citizens. He has used this near-unique potential well.</p> <p>Subject has had occasional difficulty switching from "professional" or intellectual subjects in his development of MHHARSH personalities or access prospects to more down-to-earth interests necessary --con't--</p>			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.			
DATE	SIGNATURE OF EMPLOYEE		
9 June 1971	/s/ Thomas B. CASASIN		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
18 months			
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
	Handling Officer	[ ]	
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>The Station submitted comments on Subject officer recently in [ ] 16549 (8 April 1971), to which we should add that Subject has, largely on his own merits, acquired a solid and potentially highly useful cover employment. However, this new employment will demand a very substantial amount of time and energy from Subject, and the unanswerable question at the moment relates to his availability for Organizational tasks. We shall need additional time and careful working with this officer to determine the answer, since the fiscal outlay from the Organization to support his continued stay in Paris is still quite</p>			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
24 May 1971	JCS	[ ]	

**SECRET**

S E C R E T

- 2 -

FITNESS REPORT

Section C (continued)

to the development of human relations. His forte is therefore more in the field of spotting and making operational contacts than in that of more than short-range operational development. Subject's operational situation makes it impossible for him to attempt recruitments. Thus, his very real achievements are not by essence of the spectacular variety.

Subject's reporting has been satisfactory and continue to be copious. He could, however, further improve the selectivity of the leads provided the Station and make more of an effort to "digest" the information contained in his reports.

Although Subject has, at present, no supervisory function, he has repeatedly requested such a responsibility. He is careful with operational expenses and has exercised good security.

During the period under review, additional efforts have been made to make full use of Subject's potential and integrate him further in the work of the station component with which he works. He is a particularly valuable asset for the Station programs directed against the local MHHARSH and TFFAST targets.

Section D (continued)

substantial. In a word, is it worth it? We do not yet know, although our initial impressions are favorable.

On the fitness report itself, this rater would have preferred an "S" rating for specific duty number one; Subject may ultimately deserve an "O", but it does not seem warranted at the present time. Moreover, I believe the overall rating would more properly have been in the higher range of the "P" category, rather than "S", but it is of course a subjective judgment of the rating officer, who is more intimately and directly involved with Subject on a frequent basis.

In sum, the cover is superb, and only time will reveal to what extent the cover requirements permit a full measure on behalf of the Organization. We are following this aspect closely and will be commenting upon it subsequently as we gain experience and knowledge.

S E C R E T

# FITNESS REPORT

SECTION A: GENERAL	
1. NAME: (Last) (First) (Middle)	2. DATE OF BIRTH 3. SEA 4. GRADE 5. SS
6. OFFICIAL POSITION TITLE	7. OFF/DIV/UR OF ASSIGNMENT 8. CURRENT STATION
9. CHECK (X) TYPE OF APPOINTMENT	10. CHECK (X) TYPE OF REPORT
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)	<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE
<input type="checkbox"/> SPECIAL (Specify):	<input type="checkbox"/> SPECIAL (Specify):
11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From to)
	1 April 1969 - 31 March 1970
SECTION B PERFORMANCE EVALUATION	
<b>U-<u>Unsatisfactory</u></b>	Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
<b>M-<u>Marginal</u></b>	Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
<b>P-<u>Proficient</u></b>	Performance is satisfactory. Desired results are being produced in the manner expected.
<b>S-<u>Strong</u></b>	Performance is characterized by expertise or proficiency.
<b>O-<u>Outstanding</u></b>	Performance is so exceptional in relation to requirements of the work and in comparison to the performance of other young similar work as to warrant special recognition.
SPECIFIC DUTIES	
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).	
SPECIFIC DUTY NO. 1	Established and maintains a legitimate [redacted] representation for the purpose of developing natural access to Station targets.
	RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 2	Uses his cover to develop leads on eventual access or support type assets to be used by the Station against the local MMHARSH target.
	RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 3	Responds to various Station requirements including investigative work.
	RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 4	Initiates contact with selected local MMHARSH targets and undertakes to develop sufficient rapport with them to provide operational assessments.
	RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 5	
	RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 6	
	RATING LETTER <b>S</b>
OVERALL PERFORMANCE IN CURRENT POSITION	
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	
	RATING LETTER <b>S</b>

**NUMERATIVE COMMENTS**

Indicate significant strengths of access demonstrated in current position here, in proper perspective their relation to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and last row is by use in the use of personnel space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

The comments of the rating officer are limited to the period from October 1969 to March 1970 during which he worked with Subject. The previous rating officer has added his comments to allow coverage of the total indicated period from April 1969 to March 1970. During this period Subject was integrated in a new team assigned to the local [redacted] MUMARSH target. Subject's recent activity has been very productive indeed. Subject used the excellent potential given to him by his cover to skillfully spot and assess access agent candidates. As Subject's operational situation in Paris precludes making recruitment, the most promising of these candidates was placed in contact with a Station officer during social events Subject organized. At the same time, Subject continued his efforts to develop personal relationship with several MUMARSHers. The beginning of personal, as opposed to purely professional, relations with a major MUMARSH target enabled him to obtain insight into the target's beliefs and personality which was the best the Station had to date. Subject also managed to establish contact with two other MUMARSH representatives of interest. This, in one case, required almost six months to accomplish via a combination of patience, skill and determination. Subject is an experienced officer. He is self-conscious and practices good security. The Station has no other agent with the necessary scientific and editorial know-how, fluent French and local knowledge to replace Subject. In view of this and the recent progress made by Subject in response to very specific requirements and his willingness to try to establish personal and, hopefully, social relations with access prospects and MUMARSH targets, the Station recently recommended that he be extended [redacted]. At the same time, the Station recommended that Subject's cover be reinforced by full-time employment with Subject's current MUMARSH marketing employer.

**SECTION D CERTIFICATION AND COMMENTS**

**1. BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
[redacted]	[redacted]

**2.**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
[redacted]	[redacted]

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
[redacted]	Station Officer	[redacted]

**3. BY REVIEWING OFFICIAL**

**COMMENTS OF REVIEWING OFFICIAL**

As previous Station correspondence and fitness reports will reflect, this officer has been the subject of varying evaluations and projections in recent years. In fairness to him, however, it is equally true that an officer [redacted] reflects, in the level and quality of his performance, the amount and type of guidance, direction and push he receives from the responsible inside case officer. Making allowances for these variables, this officer's past record has not been impressive; however, it is also correct to note that he has improved substantially during the latter part of the period under review, and that if the Station can work out some fiscal arrangement which will reduce the heavy financial input

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
10 May 1970	[redacted]	[redacted]

**SECRET**

**Section D3 continued**

from the Organization, his continued presence at this Station definitely appears to be warranted for a sufficient period to reach more definite conclusions concerning the level of sustained performance over a somewhat longer period than that reflected by this report.

On balance, we are pleased that this officer has responded so well to greater case officer direction and that he has undertaken somewhat more aggressive efforts to expand his range of contacts in immediate proximity to the primary Station targets. This officer does bring many talents to bear on his operational activity: he has absolutely fluent [redacted] a solid and exploitable cover, and a vast range of contacts in the local community. Nonetheless, it will require additional time to explore these contacts in depth, select those which appear to be operationally viable, and pursue them actively either to the point of recruitment by another officer or elimination from further development, for whatever reason.

In sum, in spite of the recognized and commendable improvement in this officer's performance during the period under review, the reviewer submits that the letter grade for specific duties 2 and 4 would more properly have been a "P", and that the overall rating, at this point, would more accurately be set at a level between "P" and "S", probably closer to the former than the latter.

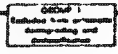
This reviewing comment has been read by the officers who prepared the Fitness Report.

**SECRET**

SECRET  
(When Filled In)

Handwritten initials and signature in the top right corner.

FITNESS REPORT				EMPLOYEE SERIAL NUMBER		
SECTION A				GENERAL		
1. NAME (Last) CABABIN, (First) Thomas (Middle) B		2. DATE OF BIRTH	3. SEX M	4. GRADE GS-13	5. SD D	
6. OFFICIAL POSITION TITLE Ops Officer			7. ASSIGNMENT BDP/EUR	8. CURRENT STATION		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR		<input type="checkbox"/> REASSIGNMENT EMPLOYEE
CAREER-PROVISIONAL (See Instructions Section C)			<input checked="" type="checkbox"/> ANNUAL	SPECIAL (Specify)		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to) 1 October 1968 - 31 March 1969			
SECTION B PERFORMANCE EVALUATION						
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
SPECIFIC DUTIES						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						
SPECIFIC DUTY NO. 1						RATING LETTER
Establishes and maintains a legitimate representation for the purpose of developing natural access to Station targets.						S
SPECIFIC DUTY NO. 2						RATING LETTER
Develops cover pretexts to meet WOLADY and third national of operational interest in the						S
SPECIFIC DUTY NO. 3						RATING LETTER
Responds to Station ad-hoc requirements on the local internal target.						S
SPECIFIC DUTY NO. 4						RATING LETTER
Devalops potential agent prospects in the the point where they can be recommended as Station agents candidates.						P
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER S





SECRET

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

During this reporting period subject had very markedly increased the tempo of his activities and contacts. Many agent prospects have been screened and contacts were established with people of interest to several elements of the Station. Subject is particularly thorough and outstanding on specific investigations where he utilized cover in a skillful and imaginative way. He has improved in terms of people development but in this respect he is still best with people in a professionally related context rather than a contrived social context. As mentioned in the previous report subject's cover assignment does not allow him to make recruitments. Subject has a high degree of cost consciousness and does not exercise any supervisory responsibilities.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE	SIGNATURE OF EMPLOYEE	
11 June 1969	/s/ Thomas B. CASASIN	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
5 June 1969	Ops Officer	[Redacted]
3. BY REVIEWING OFFICIAL		
COMMENTS OF REVIEWING OFFICIAL		
I do not concur in this rating. I would have given the employee STRONG in the performance of his cover responsibilities, that is to say in the manner in which he has created and expanded his cover. I would have restricted myself to PROFICIENT, however, in assessing his exploitation of that cover for operational purposes. For a fuller treatment of this staff agent's performance, suggest that reference be made to the [Redacted] submitted 26 May 1969, via OFPA-89925.		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
23 JUNE 1969	Chief of Station	[Redacted]

SECRET

SECRET  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
SECTION A				GENERAL			
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SEX		4. GRADE	
CASASIN Thomas B.				M		GS-15 PI	
5. OFFICIAL POSITION TITLE				6. OFF-DIVISION OF ASSIGNMENT & CURRENT STATION			
Ops Officer				DDP/EUR			
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF EMPLOYEE			
CAREER		RESERVE		TEMPORARY		INITIAL	
CAREER-PROVISIONAL (See instructions - Section C)		RESERVE		TEMPORARY		ASSIGNMENT SUPERVISOR	
SPECIAL (Specify)		RESERVE		TEMPORARY		ASSIGNMENT EMPLOYEE	
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
				1 April 1967 - 31 March 1968			
SECTION B PERFORMANCE EVALUATION							
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling; to further training; to placing on probation; to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1							RATING LETTER
Establishes and maintains a legitimate representation for the purpose of developing natural access to station targets.							S
SPECIFIC DUTY NO. 2							RATING LETTER
Develops cover pretexts to meet WOLADY and third national of operational interest in the							S
SPECIFIC DUTY NO. 3							RATING LETTER
Responds to station ad-hoc requirements on the local internal target.							S
SPECIFIC DUTY NO. 4							RATING LETTER
Develops potential agent prospects in the to the point where they can be recommended as station agent candidates.							P
SPECIFIC DUTY NO. 5							RATING LETTER
SPECIFIC DUTY NO. 6							RATING LETTER
OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.							RATING LETTER
							S

SECRET

(When Filled In)

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Since the last reporting period Subject's efforts were directed by the Station toward the spotting, developing and assessing WOLADY S&T agent candidates in terms of recruitment and inclusion in the station's [redacted]

Subject has done thorough and at times imaginative spade work in this field despite the fact that the mission was not as successful as anticipated. Recent progress however would indicate that the next reporting period would be more productive.

Subject continues to respond to ad-hoc specific assignments in an exemplary manner.

Because of the nature of his cover assignment Subject is not authorized to make recruitments.

Subject has a high degree of cost consciousness. He does not exercise any supervisory responsibilities under his cover assignment.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE 24 Oct. 1968 SIGNATURE OF EMPLOYEE /s/ Thomas B. CASASIN

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE 24 Oct. 1968 OFFICIAL TITLE OF SUPERVISOR Opn Officer TYPED OR PRINTED NAME AND SIGNATURE [redacted]

1. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

See attached.

DATE OFFICIAL TITLE OF REVIEWING OFFICIAL Chief of Station TYPED OR PRINTED NAME AND SIGNATURE [redacted]

SECRET

**S E C R E T**

3. It is difficult to place in the proper perspective the contribution of this senior staff agent to [ ] operations. On the one hand, Subject has established superb cover in the scientific and technical field which should have afforded him virtually unlimited access to persons of interest to us, both Soviet and potential access agents. In evaluating the manner in which the employee set up and managed this cover, I would tend to agree with his comments to the fitness report on the [ ] demands on him although these comments are somewhat overdrawn.

The principal difficulty has been the time it has taken to relate the cover potential to the specific operational requirements of the Station. We have not received from CASASIN as many leads and assessment reports to persons of operational interest in the S&T field as we think he could have produced. It may be that the earlier listing of the project (viewed as a regional undertaking) contributed to this.

Recently we have noted significant improvement in that we have received responses to requests we have made for assessment and development of potential access agents within a cover context. We hope, therefore, that this last year of CASASIN's stay will be the most productive ever. It is unfortunate that the cover must end because of the cover company's decisions over which we had no control.

[ ]

SECRET

ADDENDUM, Form 45 (Fitness Report), for period March 67-March 68.

Section D

As the individual being rated, I would like to add some remarks to those prepared by the rating officer.

The assignment I have includes managerial responsibilities which (a) are essential to the continued existence and security of the cover mechanism as a vehicle for operational exploitation, and (b) are not necessarily visible to those "on the inside."

In the case of (a), I must engage in a constant orchestration of the cover and the facilities it offers. This means maintaining a managerial equilibrium to insure that cover work will not become, of itself, so demanding that it negates the cover's utility to the CS. In effect, the top officers and middle managers of the cover corporation (who are not cleared and witting) have to be satisfied that their demands are met (or cannot be), or else manipulated in order to neutralize or reject their demands. After all, the cover position is to them a legitimate, normal, workaday post in their firm. What work is done at their bidding, it follows, must be accomplished according to the high standards of thoroughness and accuracy which they have set.

In the case of (b) -- which derives from (a) -- and can prove to be so demanding that the needs of the CS could no longer be served, the incumbent is required to manage a span of human contacts at several levels in order to preserve his cover position and enhance its value to the CS. This means planning, directing and managing the work of multinational, multicultural teams of technical correspondents, as well as meetings and negotiations to improve the [cover firm's] relations with similarly widespread individuals at the levels of editor-in-chief, publisher, corporate vice-president, president, and chairman of the board. These levels are scattered not only through industry, but have their analogs as well in government, higher education, and professional societies.

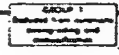
Having previously managed both a CS base and the principal denied-areas operating component of a major field Station, I can report quite honestly that my present managerial responsibilities exceed the former -- despite the apparent lack of "supervisory responsibilities" in my present position.

SECRET

**SECRET**  
(When Filled In)

*Y.P. / [Signature]*

FITNESS REPORT				EMPLOYEE SERIAL NUMBER:			
				000102			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. ED	
CASASIN, Thomas B. (SA)				M	GS-15	D	
6. OFFICIAL POSITION/TITLE				7. OFFICE OR OF ASSIGNMENT		8. CURRENT STATION	
Ops Officer				D-1000			
9. CHECK (X) TYPE OF APPOINTMENT							
CAREER		RESERVE	TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR		
CAREER-PROVISIONAL (See Instructions - Section C)				ANNUAL	REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):				SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
				1 April 1966 - 31 March 1967			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
Establishes and maintains a legitimate representation for the purpose of developing natural access to Soviet S&T personnel.						S	
SPECIFIC DUTY NO. 2						RATING LETTER	
Develops cover pretexts to meet, assess, and recommend as agent candidates MOLADY and Third Nationals in the HEMARY						S	
SPECIFIC DUTY NO. 3						RATING LETTER	
Contacts and develops local Soviet Bloc personnel.						S	
SPECIFIC DUTY NO. 4						RATING LETTER	
Develops cover pretexts to attend selected scientific conferences.						S	
SPECIFIC DUTY NO. 5						RATING LETTER	
Responds to local Station adhoc operational requirements.						S	
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
						S	



**SECRET**

(When Filled In)

**SECTION C NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject continues to maintain a secure effective cover mechanism. In this reporting period the whole thrust and objectives of this cover facility have been changed from pursuit of targets designated by Headquarters at international conferences to pursuit of the local Soviet presence. This has caused a major readjustment and Subject is now beginning to produce the type of leads that help the Station achieve its local operational objectives.

Subject continues to show a well organized methodical approach to his cover and operational tasks.

**SECTION D CERTIFICATION AND COMMENTS**

**1. BY EMPLOYEE**  
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
------	-----------------------

**2. BY SUPERVISOR**  
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
2 August 1967	Cop. Officer	[Redacted]

**3. BY REVIEWING OFFICIAL**  
COMMENTS OF REVIEWING OFFICIAL

I rarely see the written product of this employee's efforts and know little of his work except as I am informed of it by his supervisor in the Station. I have the impression, however, that the employee is responding to his supervisor's guidance and is not by any means simply drifting along paths indicated by his cover work, which can be a temptation when an employee has, as is true in this case, rather limited contact with his colleagues who work under official cover on the same target. I thus concur in the evaluation on the basis of limited knowledge.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
August 1967	Cop. Officer	[Redacted]

**SECRET**

**SECRET**  
(When Filled In)

*mg*

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
						006102	
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)		3. DATE OF BIRTH		5. SEX	6. GRADE	8. ID	
CASABDI Thomas B.				M	15	D	
6. OFFICIAL POSITION TITLE				7. OFFICE, DIVISION OF ASSIGNMENT & CURRENT STATION			
Ops Officer				DDP/WE/			
9. CHECK (X) TYPE OF APPOINTMENT				10. CHECK (X) TYPE OF REPORT			
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input checked="" type="checkbox"/> REASSIGNMENT SUPERVISOR			
<input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE			
<input type="checkbox"/> SPECIAL (Specify)			<input type="checkbox"/> SPECIAL (Specify)				
11. DATE REPORT DUE IN O.P.				12. REPORTING PERIOD (From - to)			
				1 April 1964 - 2 June 1965			
<b>SECTION B PERFORMANCE EVALUATION</b>							
<b>W - Weak</b>		Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.					
<b>A - Adequate</b>		Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.					
<b>P - Proficient</b>		Performance is more than satisfactory. Desired results are being produced in a proficient manner.					
<b>S - Strong</b>		Performance is characterized by exceptional proficiency.					
<b>O - Outstanding</b>		Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.					
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1 Contact, cultivation and assessment of, and collection of biographic and operational intelligence on Soviet scientific and technical targets, and on other Soviets and other nationalities to whom he has access through his cover.						RATING LETTER	
						0	
SPECIFIC DUTY NO. 2 Spotting and assessment of potential operational assets to be used against the targets specified under Specific Duty No. 1.						RATING LETTER	
						8	
SPECIFIC DUTY NO. 3 Execution of operational assignments as directed by Hqs and field stations concerned, whether of a KUTURK, KUTULP or KUTESK nature.						RATING LETTER	
						0	
SPECIFIC DUTY NO. 4 Preparation or acquisition of cover firm written material as operational information to increase his access and flexibility in furtherance of Specific Duties Nos. 1 through 3.						RATING LETTER	
						0	
SPECIFIC DUTY NO. 5 Planning, directing and managing overseas bureau of cover firm, with emphasis on exploitation of the cover to meet operational requirements.						RATING LETTER	
						0	
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
						0	



SECRET

OFFICE OF PERSONNEL

SECTION C		NARRATIVE COMMENTS	
<p>Indicate significant strengths or weaknesses demonstrated in current position &amp; their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable. During the reporting period this employee as a staff agent has continued the solidification of his cover and the expansion of his operational activity within his cover to a point where he represents as deeply buried a staff officer as can be found in anyone with his past organizational background. From the point of view of the host country authorities he appears to be completely legitimate. From the more important point of view of his targets, he also apparently has been accepted, and not through a lack of opportunity for scrutiny, for what he claims to be. He thus represents for KUBARK an asset who has not only solid status and access cover, but also the demonstrated capability for exploiting his cover for specific and aggressive operational undertakings.</p> <p>As has been stated in past fitness reports, his present capability directly and openly to approach operational targets through the vehicle of his cover is the result of his own efforts, in which he has devoted a tremendous amount of work not only to establish and enhance the foundations of the cover, which requires a considerable amount of work for the cover company, but to devise and exploit ways and means by which the cover activity may be applied directly to operational tasks and programs. In addition to operational activity in his country of assignment, he has also been used in Hqs-directed activity in other countries, usually involving direct contact with target individuals, and in addition he has contributed greatly to the acquisition of operational information for the use of Hqs components in their overall approach to Soviet scientific and technical targets.</p> <p>It would be difficult to fault this employee with respect to energy, professional skills, and mental capacity. He is a keen student of his operational environment and very skillful in analyzing the possibilities it offers for application toward operational objectives. He shows considerable resourcefulness in devising logical and credible</p>			
(continued)			
SECTION D		CERTIFICATION AND COMMENTS	
1. BY EMPLOYEE			
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT			
DATE	SIGNATURE OF EMPLOYEE		
1 June 1965	/s/ Thomas B. Casasin		
2. BY SUPERVISOR			
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE	
1 June 1965	Ops Officer		
3. BY REVIEWING OFFICIAL			
COMMENTS OF REVIEWING OFFICIAL			
<p>Since the Reviewing Officer in the field has not indicated his views on this Fitness Report, I would like to make a comment of my own. Without wishing to detract from anything the Supervisor has said about Subject's performance, I feel obliged to note that the ratings given him in this report are higher than those given, for example, to any Branch Chief in this Division, and, as such, are inconsistent with the grading pattern of the Division as a whole.</p>			
2 June 1965 Chief, External Ops /s/ [ ] Reviewing Officer			
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE	
24 June 65	DC/WE		

SECRET

SECTION C continued

Thomas H. CASASIN

approaches to operational problems and personalities, and expends considerable effort in maintaining a level of specialized knowledge sufficient to backstop his cover and to ensure the maximum exploitation of his contacts with target organizations and individuals. His command of spoken, written, and technical [ ] is excellent.

From the point of view of supervision, this employee in his present position requires guidance only insofar as to identify specific targets and for him to protect himself in situations where he does not have, by virtue of his not having access to official files, specialized information. Otherwise, he requires no supervision other than the periodic provision of policy and operational directives.

This employee has always been conscientious and punctilious in his preparation of operational and administrative reports, including financial accountings, and his reporting in general, despite the burdens imposed by the necessity for minimizing the risks inherent in the lack of access to classified storage, leaves nothing to be desired.

Other than the funds for operational activities, this employee currently has no responsibility for the programming and use of personnel, space, equipment, and funds.

With respect to dedication to his job, this employee has practically speaking single-handedly built his present cover/operational position despite a number of negative factors inherent to his situation such as relative isolation, meager opportunity for contact with his professional group, and expensive area of assignment, and an exposed cover situation where the necessity for living cover is compounded by the necessity of avoiding mistakes which might jeopardize cover. His dedication to and enthusiasm for accepting the challenge of this assignment, and his willingness to continue on in it, deserve particular mention, particularly since he would perhaps justifiably feel that his present assignment may leave him outside the mainstream of competitive organization progression.

This employee's health and family situations leave nothing to be desired, as his proven mobility in the execution of operational assignments attests.

It should further be noted that with respect to the problem endemic to deep-cover assignments of allocation of time between cover work and operational activity, this employee comes very close to the happy norm of making cover work complement operational work, and making operational work contribute where possible to the enhancement of cover.

While this employee's assignment to date has essentially been a one-man show, it is recommended that serious consideration be given to expanding the operational complex which he has created in order to capitalize on his experience, the work he has put in to date, and his own management capabilities.

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\*(Section B) - No special recognition of Subject's "Outstanding" overall performance is being requested at this time.

MAIL ROOM

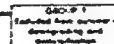
JAN 1 1 20 1952

OFFICE OF PERSONNEL

**SECRET**  
(When Filled In)

*Handwritten initials: EG, etc.*

FITNESS REPORT			EMPLOYEE SERIAL NUMBER		
SECTION A GENERAL			006102		
1. NAME (Last) (First) (Middle)	CASASIN Thomas B.		3. SEX	4. GRADE	5. SD
			M	OS-15	D
6. OFFICIAL POSITION TITLE	Ops. Officer		7. OFF/DIV/BR OF ASSIGNMENT & CURRENT STATION		
			DLP/EE/		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR	
<input checked="" type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From - to)		
31 May 1964			1 April 1963 - 31 March 1964		
SECTION B PERFORMANCE EVALUATION					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
Finding, cultivating unwittingly and assessing new target personalities among Soviet scientists, engineers and other technical specialists.					S
SPECIFIC DUTY NO. 2					RATING LETTER
Continuing the assessment and unwitting development of established targets in the same category.					S
SPECIFIC DUTY NO. 3					RATING LETTER
Development of similar leads on target personalities from other denied areas; making recruitments outside base country.					S
SPECIFIC DUTY NO. 4					RATING LETTER
Development and assessment of technical personalities of interest to Station's internal (domestic) programs.					S
SPECIFIC DUTY NO. 5					RATING LETTER
Managing and directing cover company's foreign bureau and its assets to strengthen own cover and diversify access for KUTUER, KUWOLF and KUDESI purposes.					O
SPECIFIC DUTY NO. 6					RATING LETTER
Researching, writing and editing own and others' material published by cover company to strengthen cover and diversify access for KUDOVE operational purposes.					O
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
					S



**SECRET**

*(When Filled In)*

**SECTION C**

**NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

This employee combines the relatively rare combination of a senior and broadly experienced intelligence officer under working cover providing both long-term status in his country of residence (and in Europe in general) and access for a variety of operational functions, including spotting, assessing, contact with Soviet bloc nationals of specific interest, investigative measures, assessment in depth of ostensibly cover-company hired persons, and attendance at a broad range of national and international specialized meetings. Development of the capability operationally to exploit his cover has been the achievement of the employee himself. In so doing he has at the same time achieved genuine acceptance by his cover company associates (most of whom are unwitting) and his colleagues in his cover profession and related professions.

In undertaking operational tasks this employee has consistently shown initiative, imagination, security consciousness, and application of both operational and substantive background to the problem at hand. He has put a conscious effort into improving his already excellent command of the [redacted] language, and his grasp of a variety of specialized scientific and technical fields has been achieved basically as a result of his own efforts.

His management of operational reporting, finances, and the administrative problems connected with his cover status has been exemplary.

It should be noted that during the reporting period, this employee has not had the benefit at all times of specific pinpointed operational direction. As of the end of the reporting period, Headquarters assumed control of his activities against

**SECTION D**

**CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE specific Soviet targets on a Europe-wide basis.

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE	
25 May 1964	/s/ Thomas B. CASASIN	

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
25 May 1964	Ops. Officer	[redacted]

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

[Empty space for comments of reviewing official]

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
25 May 1964	Cps. Officer	/s/ [redacted]

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY			
AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:			
NAME OF EMPLOYEE (true)	DATE (from item 5-1)	NAME OF SUPERVISOR (true)	DATE (from item 5-2)
Thomas H. CASISIN	9 Dec 1963		27 Dec 1963
NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW:			DATE

TO BE COMPLETED BY EMPLOYEE			
1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION-TITLE AND GRADE	7A. DATE OF PCS ARRIVAL IN FIELD
			10 September 1962
5. SERVICE DESIGNATION (if known)		4. OPERATIONS OFFICER, OSWF5	7B. EXPECTED DATE OF DEPARTURE FROM FIELD
25 Jan 1924 US-15			September 1965
6. OTHER DUTY STATIONS OR FIELD BASES ON TOUR			7C. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS

8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):

Staff agent assigned to a major overseas station, exploiting the cover provided by a major firm of technical periodical publishers. I take my instructions from a section chief within the station, and report in writing on the progress of my cover development and its operational exploitation.

For operational reasons, I develop and assess operational leads in the FI, CI and CA areas, principally against denied area targets. I also handle local investigations and such cases as the station determines will fit into my cover, or which I can otherwise handle in alias. I travel to other field stations to handle such tasks as they request or Hq directs. I handle all cover tasks as they appear.

9. PREFERENCE FOR NEXT ASSIGNMENT:

A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 8, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.

I would like to continue to serve essentially in the same capacity as described above, although I would like eventually to add more supervisory and managerial functions to my responsibilities. I would like to expand the operating base provided by the cover organization by taking on several journeyman case officers to work with me against both denied area and host country targets, and to make the cover facility and the access it provides of more versatile use to both the station and to KUDOVE as a whole.

My second choice would be to return to Hq, and use the knowledge and experience I have gained in my present job to (1) select staff personnel who will be placed in non-official cover, (2) select the cover mechanics program, (3) train our personnel for the proper discharge of their total responsibilities while serving under such cover.

B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):

The completion of work toward a master's or doctor's degree in the physical or life sciences, or in the management/administration of the sciences and their personnel.

SECRET

D. PREFERENCE FOR NEXT ASSIGNMENT (continued)	
C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd and 3rd choice) IN THE BOXES BELOW:	
<input checked="" type="checkbox"/> RETURN TO MY CURRENT STATION, after a one-year extension of my present tour	
<input checked="" type="checkbox"/> BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY, WITH RESPECT TO POSSIBLE ASSIGNMENT IN HEADQUARTERS. INDICATE CHOICE OF COMPONENT: 1ST CHOICE <u>OTR</u> 2ND CHOICE <u>Comar Group</u> 3RD CHOICE <u>Office/Personnel</u>	
<input checked="" type="checkbox"/> BE ASSIGNED TO ANOTHER FIELD STATION, WITH RESPECT TO POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION. INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIFIC STATION, BASED ON QUALIFICATIONS: 1ST CHOICE: _____	
10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS? INDICATE NUMBER OF WORK DAYS <u>25</u>	
11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:  Wife, will be _____ two daughters, _____	
11A. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN DETERMINING YOUR NEXT ASSIGNMENT:  Next post should have high school facilities available in French or in English.	
12. SIGNATURE: COMPLETE ITEM NO. S-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM. TO BE COMPLETED BY SUPERVISOR AT FIELD STATION	
13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:  Chief, External concurs in subject's wish for one year extension and return for second tour after home leave in the fall of 1965. However, subject's wish as expressed in 9.A. of having case officers working under him is not feasible at this time.	
14. SIGNATURE: COMPLETE ITEM NO. S-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM. TO BE COMPLETED BY APPROPRIATE CAREER SERVICE OFFICER OR PERSONNEL OFFICER AT HEADQUARTERS	
15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE COMPONENT TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:  Recommend Home Leave and return for another tour.  SR Concurs.	
16. NAME OF CAREER SERVICE OFFICER OR PERSONNEL OFFICER	S _____
DATE	6 February 1964
FOR USE OF CAREER SERVICE	
17. EMPLOYEE <input checked="" type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN NOTIFIED OF PLANNED REASSIGNMENT	18. REFERENCE DISPATCH NO. <u>CEPS-7775</u> CABLE NO. _____
19. _____	20. SIGNATURE <u>LS</u>
21. TITLE <u>Sup. AS (Genl) Panel</u>	22. DATE <u>26 Feb 64</u>
23. COMMENTS <u>Approved extension of present tour to Sep 1965, home leave, and second tour.</u>	

SECRET

**SECRET**  
(When Filled In)

CIV 9

FITNESS REPORT <i>CASASIN</i>				EMPLOYEE SERIAL NUMBER <b>037367</b>	
<b>SECTION A GENERAL</b>					
1. NAME <i>[REDACTED]</i>		2. DATE OF BIRTH	3. SEX <b>M</b>	4. GRADE <b>GS-15</b>	5. SD <b>D</b>
6. OFFICIAL POSITION TITLE <b>Ops Officer</b>			7. ASSIGNMENT 8. CURRENT STATION <b>DWP/SR</b>		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT SUPERVISOR	
CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. <b>31 May 1963</b>			12. REPORTING PERIOD (From - to) <b>10 September 1962 - 31 March 1963</b>		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1 <b>Establishment and maintenance of cover as a genuine working member of his profession.</b>					RATING LETTER <b>O</b>
SPECIFIC DUTY NO. 2 <b>Spotting and assessing persons of operational interest to [ ] and to other stations.</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 3 <b>Investigating of organizations and phenomena of operational interest to the station.</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 4 <b>Collection of positive and operational information using his cover for [ ]</b>					RATING LETTER <b>S</b>
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER <b>S</b>

SECRET

(When Filled In)

**SECTION C - NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

See attached sheet.

**SECTION D - CERTIFICATION AND COMMENTS**

<b>1. BY EMPLOYEE</b>		
<b>I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT</b>		
DATE	SIGNATURE OF EMPLOYEE	
15 May 1963		
<b>2. BY SUPERVISOR</b>		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
6 1/2 months		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
15 May 1963	Recruitment Officer	
<b>3. BY REVIEWING OFFICIAL</b>		
COMMENTS OF REVIEWING OFFICIAL		
See attached sheet		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
20 May 1963	OPS Officer	

SECRET



SECRET

SECTION C

NARRATIVE COMMENTS

The assignment of this employee to the field [redacted] was designed to compensate for the loss of an employee in an official cover slot which was out from the Station's ODACID allotment of personnel positions.

During the reporting period this employee has accomplished with success the convincing establishment of his cover in a complex milieu, and has been accepted as legitimate by his professional colleagues, the persons whom he meets under cover, and the French authorities. It should be noted that his ability to assume his cover has been largely the result of his own efforts over a period of years to acquire and maintain a familiarity with the general scientific field.

During the reporting period he has developed a wide circle of contacts in the scientific and journalistic fields and applies a long background in a variety of assignments in KUDOVE to the determination and assessment of operational potential among these contacts. At the same time his cover organization, in which only four persons are witting of his actual status, has shown itself to be more than satisfied with his performance of his cover duties.

This employee requires a minimum of detailed operational supervision; it is necessary in specific cases only to indicate the operational or informational objectives.

From the point of view of administrative support, his attention to detail and meticulousness reduce the problems of his support by the Station to a minimum.

This employee uses the French language continuously, and his facility is such as to permit him to handle himself excellently in a broad range of complex technical subjects. He has in addition undertaken specialized [redacted] language training to develop this capability further. His operational reporting is excellent both with regard to clarity and pertinence.

In the immediate future he will be assigned case work, for the most part in fields where it will complement, and be complemented by, his independent operational activities and cover work.

SECRET

6 August 1962

Memorandum in Lieu of Fitness Report

Subject: ~~████████████████████~~  
*W. A. Stein*

My last statements concerning the performance of ~~████████████████████~~ should be extended to cover the remainder of his service as Chief of SR/6. He departed headquarters for a field assignment 31 July 1962.

████████████████████  
Chief of Operations and Plans  
SR Division

CONCUR:

Chief, SR Division

████████████████████  
████████████████████  
████████████████████

SECRET  
(When Filled In)

Recorded by  
CSD

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH		3. SER		4. GRADE	
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT			
D		Branch Chief		OC/SR/6			
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
NOT ELIGIBLE		MEMBER		DEFERRED		INITIAL	
PENDING		DECLINED		DENIED		X ANNUAL	
REASSIGNMENT/SUPERVISOR		REASSIGNMENT/EMPLOYEE					
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		12. SPECIAL (Specify)			
		From July 1960-October 61					
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent	
5 - Excellent		6 - Superior		7 - Outstanding			
SPECIFIC DUTY NO. 1 Supervises large functional branch of [ ] staff and [ ] contract personnel.		RATING NO. 5		SPECIFIC DUTY NO. 4 Conducts liaison with various components of the Agency and with other agencies.		RATING NO. 6	
SPECIFIC DUTY NO. 2 Plans and programs for operations support, including initiation of new support activities.		RATING NO. 5		SPECIFIC DUTY NO. 5 Prepares and presents briefings.		RATING NO. 6	
SPECIFIC DUTY NO. 3 Supervises preparation of, and sometimes personally prepares, special studies both on own initiative and on request.		RATING NO. 5		SPECIFIC DUTY NO. 6 Supervises maintenance of SR Division records on Soviet defectors, supports exploitation of defectors and participates in their resettlement.		RATING NO. 5	
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.						RATING NO. 5	
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
5 - Outstanding degree							
CHARACTERISTICS				NOT APPLICABLE		NOT OBSERVED	
						RATING	
						1 2 3 4 5	
GETS THINGS DONE						X	
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS						X	
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):							
SEE SECTION "E" ON REVERSE SIDE							

SECRET

(When Filled In)

OFFICE G. 3.

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE  
Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

MAIL ROOM NOV '61

Mr. [redacted] has a good knowledge of Soviet matters and generally is very well informed. He continually demonstrates much initiative and a high degree of productivity. He is stimulating to his associates, businesslike and delegates work easily. He appears very self-confident and he is dynamic. Mr. [redacted] supervises a very large and key branch engaged in a wide variety of activities, a difficult job which he does well.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE 9 November 1961 SIGNATURE OF EMPLOYEE [redacted]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: Twelve IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE; GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS REPORT MADE WITHIN LAST 90 DAYS OTHER (Specify):

DATE 9 November 1961 OFFICIAL TITLE OF SUPERVISOR SR/Chief of Plans and Operations TYPED OR PRINTED NAME AND SIGNATURE [redacted]

3. BY REVIEWING OFFICIAL

- X I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE 21 NOV 1961 OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, SR Division

SECRET

SECRET

7577-2510

*Basara*

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE FOR HEADQUARTERS USE ONLY			
AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:			
NAME OF EMPLOYEE (if known)	DATE (from item 2)	NAME OF SUPERVISOR (if known)	DATE (from item 2)
	9/15/55		
NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW:			DATE
			6/30/60
TO BE COMPLETED BY EMPLOYEE			
1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE	
20 January 1924	GS-14	Operations Officer	
4. SERVICE DESIGNATION (if known)	5. CURRENT STATION OR FIELD BASE		
III			
6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR			7. EXPECTED DATE OF DEPARTURE
			15 June 1960
8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):			
Chief of Major External Geographic Branch (USSR-European Satellites) of large overseas station [redacted] As such, am responsible to Station Deputy for Operations.			
Direct, manage, supervise and train [redacted] including operations and project personnel under [redacted] Personnel are divided functionally within FI, PF, and CI sections.			
Initiate and launch new FI, PF and CI operations using best available independent assets as well as assets available through [redacted] Manage and exploit paramilitary operations; observe progress or deterioration of activities to insure that marginal and non-productive activities are terminated. As case officer on my own operations, too.			
Maintain liaison with other US agencies. Provide operational support to other Far East stations needing specialized aid as USSR-East European operations source and develop.			
9. PREFERENCE FOR NEXT ASSIGNMENT:			
A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 3, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.			
I would like a challenging assignment overseas, again, as my first preference. I am especially interested in developing across-the-board FI-PF-CI programs "from scratch," with particular reference to building up long-term FI-CI programs and assets. I am not unduly particular as to area, but of course would prefer an area in which English or [redacted]			
My next choice would be to go to an area whose language I do not know -- but could learn -- and which meets the requirements of the challenge stated in the first paragraph, above.			
My next choice would be to return to [redacted] where I could use my [redacted] knowledge.			
My next choice would be an assignment to a special training course at the national intelligence level.			
My last choice would be reassignment directly to Headquarters.			
I would especially enjoy an assignment in which I can combine on-the-job training of other personnel with the direction and management of their operational practices.			
B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):			
Clandestine Services Service			
[redacted] Senior Officers' Course			
Appropriate additional language training			
Outside advanced graduate work in international relations.			

SECRET

9. PREFERENCE FOR NEXT ASSIGNMENT (continued)

C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd and 3rd choice) IN THE BOXES BELOW:

RETURN TO MY CURRENT STATION       BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY

BE ASSIGNED TO ANOTHER FIELD STATION

WITH RESPECT TO A POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE YOUR 1ST, 2ND AND 3RD CHOICE FOR GEOGRAPHIC AREA OR SPECIFIC STATION:

1ST CHOICE: Western Europe

2ND CHOICE: Eastern Europe, Africa, or Near East

3RD CHOICE: Latin America, Southeast Asia

10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS?  
10 weeks, including possible TDY      INDICATE NUMBER OF WORK DAYS 60

11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:

Wife:

Daughters:

12. SIGNATURE: COMPLETE ITEM NO. 3-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM.  
TO BE COMPLETED BY SUPERVISOR AT FIELD STATION

13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

14. SIGNATURE: COMPLETE ITEM NO. 3-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM.  
TO BE COMPLETED BY APPROPRIATE SUPERVISOR AT HEADQUARTERS

15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE DIVISION TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:

To be assigned as Chief, SR/6

16. NAME OF SUPERVISOR:       SIGNATURE:

TITLE: Chief, SR/Personnel      DATE: 30 June 1960

17. REMARKS (additional comment)

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER			
<i>Cramer</i>							
<b>SECTION A GENERAL</b>							
1. NAME (First) (Middle) (Last)		2. DATE OF BIRTH		3. SER	4. GRADE		
5. SERVICE DESIGNATION		6. OFFICIAL POSITION TITLE		7. OFF/DIV/BR OF ASSIGNMENT			
DK				7A Tokyo 360/SR			
8. CAREER STAFF STATUS			9. TYPE OF REPORT				
<input type="checkbox"/> NOT ELIGIBLE	<input type="checkbox"/> MEMBER	<input type="checkbox"/> DEFERRED	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT/SUPERVISOR			
<input type="checkbox"/> PENDING	<input type="checkbox"/> DECLINED	<input type="checkbox"/> DENIED	<input checked="" type="checkbox"/> ANNUAL	<input checked="" type="checkbox"/> REASSIGNMENT/EMPLOYEE			
10. DATE REPORT DUE IN O.P.		11. REPORTING PERIOD		SPECIAL (Specify)			
		1 Apr 50					
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior		
7 - Outstanding							
SPECIFIC DUTY NO. 1		RATING NO.	SPECIFIC DUTY NO. 4		RATING NO.		
Chief, Soviet Branch, responsible for activities of 26 staff and 6 contract employees		6	Case officer		5/6		
SPECIFIC DUTY NO. 2		RATING NO.	SPECIFIC DUTY NO. 5		RATING NO.		
Responsible for station SR planning, budgeting, and operating activities		6					
SPECIFIC DUTY NO. 3		RATING NO.	SPECIFIC DUTY NO. 6		RATING NO.		
Representing the station at varied levels in all SR matters		6					
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
<ul style="list-style-type: none"> <li>1 - Performance in many important respects fails to meet requirements.</li> <li>2 - Performance meets most requirements but is deficient in one or more important respects.</li> <li>3 - Performance clearly meets basic requirements.</li> <li>4 - Performance clearly exceeds basic requirements.</li> <li>5 - Performance in every important respect is superior.</li> <li>6 - Performance in every respect is outstanding.</li> </ul>					<table border="1" style="width: 100px; height: 40px;"> <tr><td style="text-align: center;">RATING NO.</td></tr> <tr><td style="text-align: center;">5</td></tr> </table>	RATING NO.	5
RATING NO.							
5							
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree			
CHARACTERISTICS			NOT APPLICABLE	NOT OBSERVED	RATING		
					1	2	
					3	4	
					5		
GETS THINGS DONE							X
RESOURCEFUL							X
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X
DOES HIS JOB WITHOUT STRONG SUPPORT							X
FACILITATES SMOOTH OPERATION OF HIS OFFICE.							X
WRITES EFFECTIVELY							X
SECURITY CONSCIOUS							X
THINKS CLEARLY							X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							X
OTHER (Specify):							
SEE SECTION "E" ON REVERSE SIDE							

SECRET

(When Filled In)

**SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

In most respects, this officer is one of the best I have known in this agency. He has a broad and deep knowledge of his target area, as well as of his "host" country; an excellent and proven degree of operational "know-how"; the ability to write and speak lucidly and effectively and with apparent ease; and a very high degree of motivation and devotion to duty. He can be expected to continue his dynamic and imaginative pursuit of a most difficult target. It is my opinion that this officer has great potential and is ready for increased responsibilities which would involve the promotion for which he has been recommended. As for training, a good managerial course might help to bring into even sharper focus his many talents.

This report has been prepared in accordance with FE Division standards which recognize the principle of rating the individual against the group. Thus an 'average' rating reflects an entirely satisfactory performance.

**SECTION F CERTIFICATION AND COMMENTS**

**1. BY EMPLOYEE**

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE 23 June 1960 SIGNATURE OF EMPLOYEE [redacted] on transmittal

**2. BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS REPORT MADE WITHIN LAST 90 DAYS OTHER (Specify):

DATE 23 June 1960 OFFICIAL TITLE OF SUPERVISOR [redacted] AND SIGNATURE [redacted] signed on transmittal

**3. BY REVIEWING OFFICIAL**

- I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGNATURE [redacted] / on transmittal

SECRET



**SECRET**  
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER						
<b>SECTION A GENERAL</b>												
1. NAME <i>[Redacted]</i>			2. DATE OF BIRTH			3. SEX <b>M</b>		4. GRADE <b>GS-14</b>				
5. SERVICE DESIGNATION				6. OFFICIAL POSITION TITLE				7. OFF/DIV/BR OF ASSIGNMENT				
8. CAREER STAFF STATUS						9. TYPE OF REPORT						
<input type="checkbox"/> NOT ELIGIBLE		<input checked="" type="checkbox"/> MEMBER		<input type="checkbox"/> DEFERRED		<input type="checkbox"/> INITIAL		<input type="checkbox"/> REASSIGNMENT/SUPERVISOR				
<input type="checkbox"/> PENDING		<input type="checkbox"/> DECLINED		<input type="checkbox"/> DENIED		<input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT/EMPLOYEE				
10. DATE REPORT DUE IN G.P. <b>31 May 1959</b>			11. REPORTING PERIOD <b>10 Apr 58 - 31 Mar 59</b>			12. SPECIAL (Specify)						
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>												
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).												
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent		5 - Excellent		6 - Superior	7 - Outstanding	
SPECIFIC DUTY NO. 1 <b>Supervises and directs operational branch of some 17 persons</b>				RATING NO. <b>5</b>	SPECIFIC DUTY NO. 4 <b>Case officer</b>				RATING NO. <b>6</b>			
SPECIFIC DUTY NO. 2 <b>Conducts operational liaison with local intelligence and security services.</b>				RATING NO. <b>6</b>	SPECIFIC DUTY NO. 5				RATING NO.			
SPECIFIC DUTY NO. 3 <b>Conducts liaison with U.S. military and civilian intelligence services</b>				RATING NO. <b>6</b>	SPECIFIC DUTY NO. 6				RATING NO.			
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>												
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.												
<ul style="list-style-type: none"> <li>1 - Performance in many important respects fails to meet requirements.</li> <li>2 - Performance meets most requirements but is deficient in one or more important respects.</li> <li>3 - Performance clearly meets basic requirements.</li> <li>4 - Performance clearly exceeds basic requirements.</li> <li>5 - Performance in every important respect is superior.</li> <li>6 - Performance in every respect is outstanding.</li> </ul>										RATING NO. <b>5</b>		
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>												
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee												
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree		5 - Outstanding degree				
CHARACTERISTICS						NOT APPLICABLE	NOT OBSERVED	RATING				
								1	2	3	4	5
GETS THINGS DONE												X
RESOURCEFUL												X
ACCEPTS RESPONSIBILITIES											X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES											X	
DOES HIS JOB WITHOUT STRONG SUPPORT											X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE											X	
WRITES EFFECTIVELY												X
SECURITY CONSCIOUS												X
THINKS CLEARLY											X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS.												X
OTHER (Specify):												
<b>SEE SECTION "E" ON REVERSE SIDE</b>												

SECRET

(When Filled In)

**SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject continues as one of the most capable, professional and hard working of the branch chiefs in the Station. Working against a tough denied area problem, he demonstrates imagination, drive, excellent area background and knowledge, and a high degree of productivity. He definitely has the potential for an even more responsible position.

**SECTION F CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE  
27 April 1959

SIGNATURE OF EMPLOYEE  
signed on transmittal

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION  
22

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS

REPORT MADE WITHIN LAST 90 DAYS

OTHER (Specify):

DATE  
27 April 1959

OFFICIAL TITLE OF SUPERVISOR

TYPED OR PRINTED NAME AND SIGNATURE

signed on transmittal

3. BY REVIEWING OFFICIAL

I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.

I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.

I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

27 April 1959

OFFICIAL

TYPED OR PRINTED NAME AND SIGNATURE

signed on transmittal

SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any portion. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section A below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SEX M 4. SERVICE DESIGNATION DI

5. OFFICE (DIVISION BRANCH OR ASSIGNMENT) FE<sub>2</sub>

6. OFFICIAL POSITION TITLE Area Ops Officer

7. GRADE GS-14

8. DATE REPORT DUE IN OF

9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 1 October 1957 - 9 April 1958

10. TYPE OF REPORT (Check one)

INITIAL

REASSIGNMENT-SUPERVISOR

SPECIAL (Specify)

ANNUAL

REASSIGNMENT-EMPLOYEE

Promotion

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT  HAS  HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.

IF INDIVIDUAL IS RATED "I" IN CI OR D, A WARNING LETTER HAS BEEN SENT TO HIM & A COPY ATTACHED TO THIS REPORT.

THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.

I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):

I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.

B. THIS DATE 27 May 1958

C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR

D. SUPERVISOR'S OFFICIAL TITLE

2. FOR THE REVIEWING OFFICIAL: REFLECTS A DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

THIS REPORT HAS BEEN PREPARED UNDER CRITERIA ESTABLISHED AT THIS STATION AND IN CONFORMANCE WITH ALL THE STANDARDS IN ORDER TO MAKE FITNESS REPORTS AS ACCURATE AND BIAS-FREE AS POSSIBLE.

CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE

27 May 1958

B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL

C. OFFICIAL TITLE OF REVIEWING OFFICIAL

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

5/6

INSERT RATING NUMBER

- 1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- 2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
- 3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEARINESS.
- 4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
- 5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

**SECRET**

(When Filled In)

**2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES**

**DIRECTIONS:**

- a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary, only).
- d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

- g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY
	3 - PERFORMS THIS DUTY ACCEPTABLY	
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	

SPECIFIC DUTY NO. 1 As branch chief directs and plans operations of denied area branch.	RATING NUMBER 5/6	SPECIFIC DUTY NO. 4 Conducts liaison with other U.S. agencies	RATING NUMBER 6
SPECIFIC DUTY NO. 2 Conducts operational liaison with local security services.	RATING NUMBER 6	SPECIFIC DUTY NO. 5	RATING NUMBER
SPECIFIC DUTY NO. 3 Develops and handles agents	RATING NUMBER 6	SPECIFIC DUTY NO. 6	RATING NUMBER

**3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

**DIRECTIONS:** Stress strengths and weaknesses, particularly those which affect development on present job.

Subject is an exceedingly well-equipped operations officer. He is mature, intelligent, has a thorough background in operations in his area and the ability to grow in his job. His operational planning and execution is usually impeccable. He has the loyalty of his subordinates and the respect of his equals and supervisors. He is particularly effective in dealing in the liaison field where his good sense and disinterest in "fighting the problem" produces a maximum of cooperation and good will. If he has any minor fault as a supervisor, it is not in impatience with his subordinates, as reflected in previous evaluations, but in an occasional unwillingness to say no to them.

**SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION**

**DIRECTIONS:** Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.

- 1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
- 2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
- 3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
- 4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- 5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- 6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- 7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION?  YES  NO. IF YES, EXPLAIN FULLY:

SECRET

(When Filled In)

**FITNESS REPORT (Part II) POTENTIAL**

**INSTRUCTIONS**

**FOR THE ADMINISTRATIVE OFFICER:** Consult current instructions for completing this report.

**FOR THE SUPERVISOR:** This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OI no later than 30 days after the due date indicated in item 8 of Section "F" below.

**SECTION E.**

**GENERAL**

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SER. H	4. SERVICE DESIGNATION DI
5. OFFICE	6. OFFICIAL POSITION TITLE Area Ops Officer		
7. GRADE GS-11	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (inclusive dates) 1 October 1957 - 9 April 1958	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT - SUPERVISOR	SPECIAL (Specify) Promotion
	ANNUAL	REASSIGNMENT - EMPLOYEE	

**SECTION F.**

**CERTIFICATION**

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE 27 May 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
-----------------------------	------------------------------------------------------	--------------------------------

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE 27 May 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
-----------------------------	--------------------------------------------------------------	-----------------------------------------

**SECTION G.**

**POTENTIAL**

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

**DEFINITIONS:** Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

5	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES.

2. SUPERVISORY POTENTIAL

**DIRECTIONS:** Answer this question: Has this person the ability to be a supervisor?  Yes  No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	
	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	
	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	
	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION	
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialties of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATE IS FREQUENT (first line supervisor)
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (second line supervisors)
	3	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		Other (if)

**SECRET**

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN IN YOUR SUPERVISION	10 months	
----------------------------------------------------------------------------------------------	-----------	--

**4. COMMENTS CONCERNING POTENTIAL**  
 His potential for advancement is excellent. He has the right blend of motivational know-how and supervisory talent to undertake positions of wider scope than he now holds. Although his advancement has been rapid for his age, his maturity, poise and common sense almost completely eliminate age as a factor in his potential for a more senior job.

**SECTION II. FUTURE PLANS**

**1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL**  
 Subject deserves at sometime within the next year or two the opportunity to broaden his experience either by command of a small station or advancement to a more responsible job in a large one.

**2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS**  
 None

**SECTION I. DESCRIPTION OF INDIVIDUAL**

**DIRECTIONS:** This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

- KEY:**  
 X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL  
 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE  
 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE  
 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE  
 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE  
 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	5	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
4	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	5	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STORING SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS NEBBATLE
5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	5	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	5	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOCABLE TIME LIMITS		30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

(When Filled In)

SR FILE

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report. FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials.

SECTION A: GENERAL

1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SEX H 4. SERVICE DESIGNATION DI 5. OFFICE/DIVISION BRANCH OF ASSIGNMENT 6. OFFICIAL POSITION TITLE Area Operations Officer 7. GRADE GS-14 8. DATE REPORT DUE (in OP) 9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 1 October 1956 to 30 September 1957 10. TYPE OF REPORT (Check one) INITIAL X REASSIGNMENT-SUPERVISOR REASSIGNMENT-EMPLOYEE SPECIAL (Specify)

SECTION B: CERTIFICATION

1. FOR THE RATER: THIS REPORT HAS HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT. Completed at Headquarters; subject not available A. CHECK (X) APPROPRIATE STATEMENTS: X THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL. X I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS. B. THIS DATE 16 Oct 1957 C. TYPED OR PRINTED D. SUPERVISOR'S OFFICIAL TITLE Chief SOV Branch

E. FOR THE REVIEWING OFFICIAL: RECORD ANY SUCH INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT. CONTINUED ON ATTACHED SHEET

I certify that any substantial differences between the above and the information reflected in the above section. A. THIS DATE 23 Oct 57 B. TYPED OR OFFICIAL C. OFFICIAL TITLE OF REVIEWING OFFICIAL COS

SECTION C: JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D. 1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT. 2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. 3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY, OCCASIONALLY REVEALS SOME AREA OF WEARINESS. 4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER. 5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. 6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS: 6 INSERT RATING NUMBER

**SECRET**

*(When Filled In)*

**2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES**

**DIRECTIONS:**

- State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
- For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:
 

ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING	HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANAGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES REGULATIONS PREPARES CORRESPONDENCE	CONDUCTS INTERROGATIONS PREPARES SUMMARIES TRANSLATES GERMAN DEBRIEFING SOURCES KEEPS BOOKS DRIVES TRUCK MAINTAINS AIR CONDITIONING EVALUATES SIGNIFICANCE OF DATA
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g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

<p><b>DESCRIPTIVE RATING NUMBER</b></p> <p>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</p> <p>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</p> <p>3 - PERFORMS THIS DUTY ACCEPTABLY</p> <p>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</p> <p>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB.</p>	<p>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</p> <p>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 2	RATING NUMBER
Deputy to Branch Chief	5	Supervising	6
Conducts Foreign Liaison	6	Prepares correspondence and reports and handles administrative routine	5
Prepares and Manages Projects	6	Developes and handles Agents	5

**3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

**DIRECTIONS:** Stress strengths and weaknesses, particularly those which affect development on present job.

Subject has excellent natural equipment for employment in this organization in terms of his intelligence and natural aptitudes. Additionally, he brings a great deal of area knowledge and language ability to his present assignment. During this period covered by this report he has displayed great industry and devotion to duty in a variety of circumstances and achieved notable results in production and in the creation of both short and long-term assets for his unit. On the debit side I would say that he is somewhat too businesslike in many personal situations to the point of being almost humourless. This, however, is a quality which he does not permit to intrude upon the necessities of his operational work although it often shows in office relationships.

**SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION**

**DIRECTIONS:** Take into account here everything you know about the individual....productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

- DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
- OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
- A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
- OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION?  YES  NO. IF YES, EXPLAIN FULLY:



SECRET

(When Filled In)

FI ESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CF no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL
1. NAME (Last) (First) (Middle) 2. DATE OF BIRTH 3. SEX 4. SERVICE DESIGNATION
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT 6. OFFICIAL POSITION TITLE
7. GRADE 8. DATE REPORT DUE IN OCTOBER 9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
10. TYPE OF REPORT (Check one) INITIAL REASSIGNMENT-SUPERVISOR SPECIAL (Specify) ANNUAL REASSIGNMENT-EMPLOYEE

SECTION F. CERTIFICATION
1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED
A. THIS DATE 23 OCT 57 B. TYPED OR PRINTED NAME C. OFFICIAL TITLE
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT IN ATTACHED MEMO.
A. THIS DATE 16 Oct 1957 B. TYPED OR PRINTED NAME C. OFFICIAL TITLE OF REVIEWING OFFICIAL

SECTION G. ESTIMATE OF POTENTIAL
1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.
7
RATING NUMBER
2. SUPERVISORY POTENTIAL
DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? Yes No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

Table with columns: ACTUAL, POTENTIAL, DESCRIPTIVE SITUATION. Rows describe various supervisory situations like 'A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) where contact with immediate subordinates is frequent (First line supervisor)'.

SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION  
15

4. COMMENTS CONCERNING POTENTIAL  
Subject is well suited for this business and the business for him. He should progress steadily to positions of great responsibility.

SECTION II. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL  
Normal refresher a/o preparatory training as required.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS  
No limiting factors or personal circumstances known to the rater

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

- X - HAVE NOT OBSERVED THIS INDIVIDUAL; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
3	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X	10. CAN COPE WITH EMERGENCIES	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

**SECRET**  
(When Filled In)

**FITNESS REPORT (Part I) PERFORMANCE**

**INSTRUCTIONS.**

**FOR THE ADMINISTRATIVE OFFICER.** Consult current instructions for completing this report.  
**FOR THE SUPERVISOR.** This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any portion. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section "A" below.

<b>SECTION A: GENERAL</b>			
1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
		M	DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
		Area Operations Officer	
7. GRADE	8. DATE REPORT DUE IN OY	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-14		1 October 1955 to 30 September 1956	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	<input checked="" type="checkbox"/> ANNUAL		

<b>SECTION B: CERTIFICATION</b>			
1. FOR THE RATER: THIS REPORT <input checked="" type="checkbox"/> WAS <input type="checkbox"/> HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.			
A. CHECK (X) APPROPRIATE STATEMENTS:			
<input checked="" type="checkbox"/>	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "E" OR "D", A WARNING LETTER HAS BEEN SENT TO HIM OR A COPY ATTACHED TO THIS REPORT.	
	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify)	
<input checked="" type="checkbox"/>	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		
B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE	
15 November 1956		Chief, Soviet Branch	

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
21 November 1956		Chief of Operations

**SECTION C. JOB PERFORMANCE EVALUATION**

1. RATING ON GENERAL PERFORMANCE OF DUTIES

**DIRECTIONS:** Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

- |                           |                                                                                                                                     |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 6<br>INSERT RATING NUMBER | 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.                                                                           |
|                           | 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. |
|                           | 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.                                              |
|                           | 4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.                                                                                |
|                           | 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.                                                 |
|                           | 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.              |

**COMMENTS:**

**SECRET**

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES												
<b>DIRECTIONS:</b> a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties. b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty. c. For Supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only). d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility. e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties. f. Be specific. Examples of the kind of duties that might be rated are: <table style="width:100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;">                             ORAL BRIEFING                              GIVING LECTURES                              CONDUCTING SEMINARS                              WRITING TECHNICAL REPORTS                              CONDUCTING EXTERNAL LIAISON                              TYPING                              TAKING DICTATION                              SUPERVISING                         </td> <td style="width: 33%; vertical-align: top;">                             HAS AND USES AREA KNOWLEDGE                              DEVELOPS NEW PROGRAMS                              ANALYZES INDUSTRIAL REPORTS                              MANAGES FILES                              OPERATES RADIO                              COORDINATES WITH OTHER OFFICES                              WRITES REGULATIONS                              PREPARES CORRESPONDENCE                         </td> <td style="width: 33%; vertical-align: top;">                             CONDUCTS INTERROGATIONS                              PREPARES SUMMARIES                              TRANSLATES GERMAN                              DEBRIEFING SOURCES                              KEEPS BOOKS                              DRIVES TRUCK                              MAINTAINS AIR CONDITIONING                              EVALUATES SIGNIFICANCE OF DATA                         </td> </tr> </table> g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.				ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING	HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANAGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES REGULATIONS PREPARES CORRESPONDENCE	CONDUCTS INTERROGATIONS PREPARES SUMMARIES TRANSLATES GERMAN DEBRIEFING SOURCES KEEPS BOOKS DRIVES TRUCK MAINTAINS AIR CONDITIONING EVALUATES SIGNIFICANCE OF DATA						
ORAL BRIEFING GIVING LECTURES CONDUCTING SEMINARS WRITING TECHNICAL REPORTS CONDUCTING EXTERNAL LIAISON TYPING TAKING DICTATION SUPERVISING	HAS AND USES AREA KNOWLEDGE DEVELOPS NEW PROGRAMS ANALYZES INDUSTRIAL REPORTS MANAGES FILES OPERATES RADIO COORDINATES WITH OTHER OFFICES WRITES REGULATIONS PREPARES CORRESPONDENCE	CONDUCTS INTERROGATIONS PREPARES SUMMARIES TRANSLATES GERMAN DEBRIEFING SOURCES KEEPS BOOKS DRIVES TRUCK MAINTAINS AIR CONDITIONING EVALUATES SIGNIFICANCE OF DATA										
<table style="width:100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">                             1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY                              2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY                              3 - PERFORMS THIS DUTY ACCEPTABLY                              4 - PERFORMS THIS DUTY IN A COMPETENT MANNER                              5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB                         </td> <td style="width: 50%; vertical-align: top;">                             6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS                              7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY                         </td> </tr> </table>				1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY 2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY 3 - PERFORMS THIS DUTY ACCEPTABLY 4 - PERFORMS THIS DUTY IN A COMPETENT MANNER 5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS 7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY							
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<b>DESCRIPTIVE RATING NUMBER</b>	<b>RATING NUMBER</b>	<b>SPECIFIC DUTY NO. 1</b>	<b>RATING NUMBER</b>									
Deputy to Branch Chief	5	Supervising	4									
<b>SPECIFIC DUTY NO. 2</b>	<b>RATING NUMBER</b>	<b>SPECIFIC DUTY NO. 3</b>	<b>RATING NUMBER</b>									
Conducts Foreign Liaison	6	Prepares correspondence and reports	6									
<b>SPECIFIC DUTY NO. 3</b>	<b>RATING NUMBER</b>	<b>SPECIFIC DUTY NO. 4</b>	<b>RATING NUMBER</b>									
Prepares and manages projects	4	Handles admin routine	4									
<b>3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</b>												
<b>DIRECTIONS:</b> Stress strengths and weaknesses, particularly those which affect development on present job.												
<p style="margin: 0;">Subject has really superb natural equipment for work in this Organization in terms of mental capacity, psychological bent and affinity for the things and people he comes against. He tops this off with industry and language ability among other natural aptitudes. On the debit side and measured against the best, he is a bit shy of humor and personal understanding in some situations, qualities which mitigate more against acceptability than job competence.</p>												
<b>SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION</b>												
<b>DIRECTIONS:</b> Take into account here everything you know about the individual...productivity...conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.												
<table border="1" style="width: 100%; height: 30px; text-align: center;"> <tr> <td style="font-size: 24px; font-weight: bold;">7</td> </tr> </table>	7	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</td> <td style="width: 25%;">2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</td> <td style="width: 25%;">3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</td> <td style="width: 25%;">4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</td> </tr> <tr> <td>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</td> <td>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</td> <td>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</td> <td></td> </tr> </table>			1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED	2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW	3 - A BARELY ACCEPTABLE EMPLOYEE... BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION	4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION	5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS	6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION	7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION	
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5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS	6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION	7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION										
<b>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, EXPLAIN FULLY:												
<p style="margin: 0;">Subject is an all around performer capable of a primary, in place of his present secondary, responsibility.</p>												

SECRET

(When Filled In)

**FITNESS REPORT (Part II) POTENTIAL**

**INSTRUCTIONS**

**FOR THE ADMINISTRATIVE OFFICER:** Consult current instructions for completing this report.

**FOR THE SUPERVISOR:** This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL RATING on the employee, however, it MUST be completed and forwarded to the OI no later than 30 days after the due date indicated in item 8 of Section "F" below.

**SECTION E.**

**GENERAL**

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
5. OFFICE		6. POSITION TITLE	
7. GRADE		8. PERIOD COVERED BY THIS REPORT (inclusive dates)	
GS-14		1 October 1955 to 30 September 1956	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT SUPERVISOR	SPECIAL (Specify)
<input checked="" type="checkbox"/> ANNUAL		<input type="checkbox"/> REASSIGNMENT EMPLOYEE	

**SECTION F.**

**CERTIFICATION**

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
15 November 1956		CHIEF, Soviet Branch

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
21 November 1956		Chief of Operations

**SECTION G.**

**ESTIMATE OF POTENTIAL**

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

**INSTRUCTIONS:** Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

7 RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

**DIRECTIONS:** Answer this question: Has this person the ability to be a supervisor?  Yes  No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION		
2		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)		
3		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)		
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)		
3		WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT		
3		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION		
3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX		
		OTHER (Specify)		

**SECRET**

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION	<b>Six</b>				
4. COMMENTS CONCERNING POTENTIAL:  Subject has a high all around potential. With respect to supervision, below, he tends to support subordinates from his own energy rather more than to bring them along the hard way, and a normal tendency to avoid the categorical "no" - both tendencies easily correctable.					
<b>SECTION II. FUTURE PLANS</b>					
1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL  Routine refresher training as appropriate.					
2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS  All normal. No limiting factors.					
<b>SECTION I. DESCRIPTION OF INDIVIDUAL</b>					
DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.					
X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE					
<b>CATEGORY</b>	<b>STATEMENT</b>	<b>CATEGORY</b>	<b>STATEMENT</b>	<b>CATEGORY</b>	<b>STATEMENT</b>
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
3	7. CAN GET ALONG WITH PEOPLE	5	17. COMES UP WITH SOLUTIONS TO PROBLEMS	5	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
5	9. GETS THINGS DONE	5	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
X	10. CAN Cope WITH EMERGENCY SITUATIONS	5	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

**SECRET**

SECRET  
(When Filled In)

### FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:

1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

#### INSTRUCTIONS

**TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICER:** Consult current field administrative instructions regarding the initiation and transmittal of this report to headquarters.

**TO THE FIELD SUPERVISOR:** Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as

revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

#### SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY		1. DATE OF BIRTH	2. SER	3. SERVICE DESIGNATION
			M	DI
4. GRADE	5. STATION DESIGNATION (Current)			
GS-14				
6. DUE DATE OF THIS REPORT	7. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
30 September 1955	17 February - 30 September 1955			

#### SECTION II (To be completed by field supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Chief, [redacted]	19 February 1955
3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)	
A. As Chief of Operating Base:	
1. Manage and direct all operations against target area, and monitor products.	
2. Supervise system of development and exploitation of operational leads.	
3. Supervise proper administration and support of operations, including finances.	
4. Conduct or supervise effective liaison with other CIA elements, with other Government agencies abroad and, when appropriate, with representative of other governments.	
B. As Senior SR Division Officer in Area:	
1. Consult with or advise other CIA and non-CIA units on target area, government, and IS characteristics.	
2. Make available to other CIA and non-CIA units area specialists, as required.	

#### SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES	
1. NAME OF RATER (True)	2. NAME OF REVIEWING OFFICIAL IN FIELD (True)
[redacted]	[redacted]
3. THIS REPORT <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.	
4. DATE REPORT AUTHENTICATED AT HQS.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES
7 Nov. 1955	[redacted]

DO COMPLETE - FOR HEADQUARTERS USE ONLY

**SECRET**  
(When Filled In)

**SECTION IV**

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	SAMPLES	CATEGORIES					
		NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.				X			
B. PRACTICAL.						X	
1. A GOOD REPORTER OF EVENTS.							X
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.							X
3. CAUTIOUS IN ACTION.						X	
4. HAS INITIATIVE.							X
5. UNEMOTIONAL.							X
6. ANALYTIC IN HIS THINKING.							X
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.							X
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.							X
9. HAS SENSE OF HUMOR.						X	
10. KNOWS WHEN TO SEEK ASSISTANCE.							X
11. CALM.							X
12. CAN GET ALONG WITH PEOPLE.						X	
13. MEMORY FOR FACTS.							X
14. GETS THINGS DONE.							X
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.							X
16. CAN COPE WITH EMERGENCIES.							X
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.							X
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.						X	
19. HAS WIDE RANGE OF INFORMATION.							X
20. SHOWS ORIGINALITY.							X
21. ACCEPTS RESPONSIBILITIES.							X
22. ADMITS HIS ERRORS.							X
23. RESPONDS WELL TO SUPERVISION.							X
24. EVEN DISPOSITION.							X
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.							X





SECRET

(When Filled In)

C. INDICATE IF YOU THINK THAT PERSONAL STRENGTH OR WEAKNESS OUTWEIGNS ALL OTHER CONSIDERATIONS:

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION?  NO  YES. IF YES, WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C,&D

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

- 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA?  NO  YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.

- 1. WAS AN ANTAGONISTIC ATTITUDE TOWARD THE ORGANIZATION... WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- 2. WAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION... IRRITATED BY RESTRICTIONS... REGARDS ORGANIZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION... MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION... THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
- 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION... BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.
- 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.


- 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating... skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

- 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- 2. OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- 3. A BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
- 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
- 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

SECRET

**SECRET**  
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT			
<i>Items 1 through 6 will be completed by Administrative or Personnel Officer</i>			
1. NAME	Middle	2. GRADE	3. POSITION TITLE
4. OFFICE	STAFF OR DIVISION	BRANCH	IF FIELD, SPECIFY STATION
DDP	SR	GS-23	Area Ops. Officer CD-PT
5. PERIOD COVERED BY REPORT	6. TYPE OF REPORT		
From	To	<input type="checkbox"/> Initial	<input checked="" type="checkbox"/> Annual
18 July 1953	17 July 1954	<input type="checkbox"/> Reassignment	<input type="checkbox"/> Reassignment of Supervisor
<i>Items 7 through 10 will be completed by the person evaluated</i>			
7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.			
<u>18 July 53 - 31 Jan 54</u>			
a. Manage and direct the activities of an overseas operating branch.			
b. Assist the division chief of operations in the planning of new and continued oper'ns.			
c. Assist the division chief in personnel programming in support of branch and field station activities.			
<u>1 Feb 54 - 17 Jul 54</u>			
a. Establish new domestic activities branch.			
b. Develop and manage operational program of this branch, insuring (1) continuity of treatment by qualified personnel, (2) processing of intelligence requirements, and (3) expeditious movement of finished intelligence.			
c. Multilateral liaison with other elements of CIA, the Government, and foreign IS.			
8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.			
Name of Course	Location	Length of Course	Date Completed
Counterespionage (CTR)	Washington	3 weeks	22 January 1954
(In addition to the duties indicated in §7 above, I also give a 3-hour lecture at the CR course (advanced phase) approximately every six weeks.)			
9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? I am primarily interested in a foreign assignment where I could apply the various espionage and CR techniques it has been my responsibility to manage and plan for in recent years.			
IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).			
My work at headquarters has become somewhat narrowing in that I am losing language abilities and opportunity for direct contact with foreigners.			
10.			
3 July 1954			
DATE		SIGNATURE	
<i>Items 11 through 12 will be completed by Supervisor</i>			
11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.			
[redacted] is a superior officer in the performance of his duties. He is efficient, precise, and energetic, and brings considerable imagination and foresight to the operational problems confronting him. His concept of staff organization and responsibility is of a high caliber. In handling personnel, he is perceptive and serious, and his judgment and motivation are of the highest quality.			

SECRET  
SECURITY INFORMATION

22. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING? <b>This officer has been outstanding as a staff officer. He is unusually talented in his balancing of jurisdictional equities. This ability reflects a broad competence, however, and should not be construed so as to limit his future duties.</b>
23. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT? <b>This officer's devotion to his duties and professional convictions sometimes inclines him toward inflexible declarations of position. This fault, a minor one in officers of considerable potential, will be corrected by increased responsibility and experience.</b>
24. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE. <b>This officer is prepared for promotion and for increased responsibilities in command or staff duties.</b>
25. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.) <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block;"></div> <b>is presently well placed. See below.</b>
26. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON? <b>Tradecraft training and a field assignment. Both are planned in the next six months.</b>
27. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.
28. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.  <div style="display: flex; justify-content: space-between;"><div style="width: 40%;"><p><u>29 July 54</u> DATE</p></div><div style="width: 50%; border: 1px solid black; height: 80px;"></div></div>
29. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown below.)  <div style="display: flex; justify-content: space-between;"><div style="width: 40%;"><p><u>21 July 54</u> DATE</p></div><div style="width: 50%; border: 1px solid black; height: 80px;"></div></div>
30. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

**SECRET**  
SECURITY INFORMATION

**PERSONNEL EVALUATION REPORT**

*Items 1 through 6 will be completed by Administrative or Personnel Officer*

1. NAME (LAST) (FIRST) (MIDDLE)	2. GRADE	3. POSITION TITLE
4. DIVISION	BRANCH	5. REPORT TYPE <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> OFFICE
6. PERIOD COVERED BY REPORT From To	7. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Reassignment <input type="checkbox"/> Annual <input type="checkbox"/> Reassignment of Supervisor	

*Items 7 through 10 will be completed by the person evaluated*

7. SUPERVISE AND MANAGE (through geographic branch) this includes a total of 51 authorized personnel at HQ and in the field stations. b. Direct and coordinate all project development. c. Detect and explore potential operational leads. d. Coordinate intra-division activities with appropriate branches, inter-division activities with appropriate divisions, senior staffs, and elements outside D/P and CIA. e. Determine the suitability of new personnel, continued employment and rotation of incumbent personnel, and make available incumbent personnel on loan basis to other divisions etc. f. Apportion the operational and administrative workloads within the branch sections and desks, and their personnel. g. Adapt changing field situations and problems to the organization and operation of the branch, making the branch best serve the needs of the field stations. h. Review continuously all requirements imposed on the branch, and transmit them clearly to the field.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
None (I was overseas part of the time covered by this report).			

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED? I am principally interested in the building and successful operation of American intelligence abroad, both in theory and in practice. The only responsibilities of a branch chief do not enable him to be a purely operational individual. If it were possible to carry less of an administrative load, I would enjoy devoting all of my time to the refinement of the intelligence process and its techniques in my area of concern.

10. DATE: 22 October 1953 SIGNATURE: \_\_\_\_\_

*Items 11 through 13 will be completed by Supervisor*

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.  
During this period [redacted] was promoted from Deputy Branch Chief to Branch Chief, in recognition of his extremely good performance. Not enough time has elapsed to be able to evaluate him fully on all aspects of his new position. However, his handling of the branch has been unusually good from a management point of view and there is every reason to believe that in the planning and direction of operational activities the same high standard will prevail.

SECRET  
SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

He is a good organizer and a good leader. He is methodical and thorough in his planning and supervision of substantive activities, while at the same time he maintains close and sympathetic relations with his subordinates. His knowledge of them and of their personalities and problems is outstanding.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

He should continue to develop his knowledge of operations and operational procedures.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

He is well equipped to advance through increasing levels of responsibility.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

Well placed at present.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

Reassignment to a field position in the not-too-distant future.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

26 October 1953

DATE

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in

26 October 1953

DATE

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

**SECRET**  
SECURITY INFORMATION

**PERSONNEL EVALUATION REPORT**

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last) (First) (Middle)		2. GRADE	3. POSITION TITLE	
		GS-12	I.O. (Dep. Chief)	
4. OFFICE	STAFF OR DIVISION	BRANCH	<input checked="" type="checkbox"/> DEPT'L	IF FIELD, SPECIFY STATION
DDP	SR	SR-5 Far East	<input type="checkbox"/> FIELD	
5. PERIOD COVERED BY REPORT From 2-18-52 To 2-18-53		6. TYPE OF REPORT		
		<input type="checkbox"/> Initial	<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Special
		<input type="checkbox"/> Reassignment	<input type="checkbox"/> Reassignment of Supervisor	

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT OR DUTIES. Assist the Branch Chief in management of the Branch and its overseas stations; at present, I act as Branch Chief about 25%-30% of the year. Supervise the planning and preparation for approval of all basic plans, programs, and projects. This involves thorough discussion with each of seven (7) desk chiefs of the purposes and procedures for accomplishing any single mission under any given project, including target analysis (whether PI or PP), preparation of intelligence annexes, logistic and fiscal requirements, specific personnel needs, etc. Am responsible for working directly with the Division's Intelligence Branch for control of requirements, ops intelligence, and reports. Am responsible for maintaining liaison with appropriate staffs and other Divisions who must coordinate any action or document. Assist or direct, as required, specific mission planning at overseas stations on TDY. Supervise preparation of all periodic reports; interview candidate empl's.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
International Politics, 102	Gridstone School	4 months; 3 hours' credit	5 June 1952

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

I am primarily interested in the conception, planning, and operational management of PI and PP activities, and ops policy and control. This differs from my present assignment essentially in that a Branch Chief or his Deputy becomes so involved in administrative detail that he cannot always give his undivided attention to project management and agent handling problems. Otherwise, I feel that my background and experience qualify me for the functions I aspire to perform.

10.

7 February 1953

DATE

SIGNATURE

Items 11 through 13 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE. As Deputy Branch Chief, [redacted] has performed his duties, taken as a whole, in a superior manner. His timely and efficient preparation of intelligence annexes, logistic and fiscal requirements and reports has been particularly outstanding. During three to four months of the past year, [redacted] has acted as Branch Chief. The review of Branch operations under [redacted] direction, during the writer's absence, indicated his complete competence in supervising Branch activities. His supervision of the planning and preparation for approval of basic plans and projects of the seven (7) desk chiefs has been superior. Mr. [redacted] also participated in the planning and dispatch of a difficult operational mission, acting in the capacity of Senior Case Officer. On this mission his liaison with representatives of one of the [redacted] was conducted in a manner which enhanced cooperation between that Service and this Agency.

**SECRET**  
SECURITY INFORMATION

<p>12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?</p> <p>[redacted] performance was noticeably outstanding with respect to his thorough knowledge of every activity of the Branch. He was in position to assume direction of Branch activities at any time. He also kept himself thoroughly briefed on Division policies and planning in order to give timely instruction and guidance to the Branch overseas stations.</p>	
<p>13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?</p> <p>[redacted] has a very thorough background in two (2) languages, [redacted]. He would benefit substantially by learning the Russian language. He is meticulous with respect to his attention to details, sometimes to the point of concealing the broader picture from his view. It would be well for [redacted] to direct his attention to the broad scope of Branch activities rather than to concentrate on its details.</p>	
<p>14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.</p> <p>[redacted] is fully qualified to assume the duties of the chief SF Division representative at a field station. In order to assume this responsibility in the most efficient manner, it is recommended that [redacted] serve a minimum period of time of approximately six (6) months as the assistant to the present chief of the field station.</p>	
<p>15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)</p> <p>[redacted] could serve effectively in a staff function for either FI or PP activities. This does not mean, however, that his present duties are not better suited to his qualifications.</p>	
<p>16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?</p> <p>[redacted] has already been recommended for overseas assignment in the Far East during the past year. He has area knowledge and command of the [redacted] language, having served in [redacted] previously with [redacted]. His duties at Headquarters have been so pressing that his departure for overseas assignment is being delayed until an adequate replacement may be trained.</p>	
<p>17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.</p>	
<p>18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.</p>	
<p style="text-align: center;"><u>March 31 1953</u> DATE</p>	
<p>19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown below.)</p> <p style="text-align: center;"><u>March 30 1953</u> DATE</p>	
<p>20. COMMENTS: (if necessary, may be continued on reverse side of cover sheet.)</p>	

**SECRET**



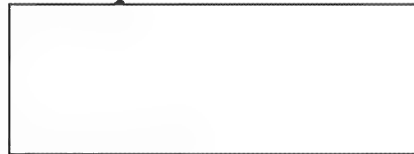
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(When Filled In)

CS-15  
WE

20 April 1966

MEMORANDUM FOR: Thomas B. CASASIN (SA)  
THROUGH : Chief of Station   
SUBJECT : Notification of Designation as a Participant in the Organization Retirement and Disability System  
REFERENCE : Book Dispatch 5096, dated 12 August 1965

Recent correspondence on the above subject informed you that I had determined that you met the criteria specified in the applicable regulation for designation as a participant in the Organization Retirement and Disability System. On the basis of this determination and your recently executed election to remain in the System, your designation as a participant was made effective 10 April 1966.



SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

SECRET  
(When Filled In)

WE  
15

28 February 1966

MEMORANDUM FOR: Thomas B. CASABIN (SA)

THROUGH : Chief of Station,

SUBJECT : Designation as a Participant in the Organization Retirement and Disability System

REFERENCE : Book Dispatch 5098 dated 12 August 1965

1. Based on a review of your record and the recommendations of the Head of your Career Service and of the Organization Retirement Board, I have determined that you meet the criteria for designation as a participant in the Organization Retirement and Disability System.

2. The regulation governing this retirement system provides that "Any participant who has completed fifteen years of service with the Organization and whose career at that time is adjudged by the Director of Personnel to be qualifying for the system may elect to remain a participant in the system for the duration of his employment by the Organization and such election shall not be subject to review or approval by the Director." Since you have already completed fifteen years of service with the Organization, your right to this election vests upon your designation as a participant and must be exercised immediately.

3. If you should elect not to remain a participant in the system, you will be continued under the Civil Service Retirement System. Once your election has been made, you do not have the privilege of changing it at some later date.

4. It is requested that you indicate your election by checking in the appropriate box and signing below. The original of this memorandum should be returned to Headquarters as soon as possible.

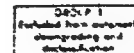
Exercise of option of participant with fifteen years of service:

- I elect to remain in the Organization Retirement and Disability System for the duration of my employment by the Organization.
- I elect NOT to remain a participant in the Organization Retirement and Disability System for the duration of my employment by the Organization.

Signature

Date

SECRET



**SECRET**  
(When Filled In)

1. PERSONNEL SERIAL NO. (1-6)					2. ID NO.		
69702					8707		
3. NAME (7-8) LAST			4. OFFICE OR DIVISION	5. LANGUAGE		6. LANG. CODE (23-27)	
FIRST MIDDLE			754			257	
7. DATE OF TEST (28-31)		8. ANNIVERSARY DATE		9. GRADE	10. DATE		
Feb. 14, 1967		Feb. 14, 1967		3A	Jan. 20, 1968		
11. REASON FOR TAKING TEST			12. TEST SCORES				
APPLY FOR AWARD			READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
ESTABLISH SKILL LEVEL			II	I	II	II	II
13. ELIGIBILITY (39)		14. TYPE OF AWARD					
A	ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)		BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)		
M	MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)				
NA		HIGH (H)	B		V		
15. INELIGIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ 100.00. (40-45)			
				SIGNATURE		DATE	
				17. I CERTIFY THAT FUNDS ARE AVAILABLE			
REMARKS				OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.	
				SIGNATURE			

FORM 1273  
5-60

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EDITIONS

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(10-45)

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(When Filled In)

LANGUAGE PROFICIENCY AND AWARDS DATA					
1. PERSONNEL SERIAL NO. (1-6) 66102					2. LD NO. 6787
3. NAME (7-24) LAST FIRST MIDDLE		4. OFFICE OR DIVISION	5. LANGUAGE	6. LANG. CODE (25-27) 370	
7. DATE OF TEST 46-51 Nov. 5, 1962	8. ANNIVERSARY DATE Apr. 5, 1962	9. GRADE 3A	10. DATE OF BIRTH Jan. 10, 1926		
11. REASON FOR TAKING TEST		12. TEST SCORES			
APPLY FOR AWARD		READING (24)	WRITING (33)	PRONUNCIATION (36)	SPEAKING (37)
ESTABLISH SKILL LEVEL					UNDERSTANDING (38)
13. ELIGIBILITY (39)		14. TYPE OF AWARD			
A		ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)	
M		MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)	
NA			HIGH (H)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)	
15. INELIGIBLE (REASON) Award disapproved by CS Board			16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD (V § (40-45) SIGNATURE DATE		
REMARKS			17. I CERTIFY THAT FUNDS ARE AVAILABLE		
			OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.
			SIGNATURE		

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5-60

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(10-45)

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S-E-C-R-E-T  
(When filled in)

TRAINING REPORT

Basic Reading, Speaking, Writing-II

100 hours, part-time, 9 Apr 62 - 15 Jun 62

1 students

Student:

Year of Birth:

EOB Date:

Office:

COURSE OBJECTIVES - CONTENT AND METHODS - Instructor:

This is the second phase in a three-phase basic sequence of 30 weeks, each phase lasting 10 weeks.

The general aim of this course is to provide a thorough grounding for the student who has previously had either a reading course in French or an insufficient introduction to the language. The major objectives of this phase of the course are to develop an ability: (1) to distinguish and pronounce satisfactorily all the sounds of the language; (2) to use effectively a modest stock of French sentences and expressions; (3) to comprehend normal-speed spoken French in a variety of everyday non-technical situations; (4) to begin to read and write basic French, applying the spoken vocabulary and grammatical material previously learned.

Classes are held 2 hours per day, 5 days a week, requiring a minimum of 10 hours of preparation per week. To receive the maximum benefit from this course each student should plan to devote at least two-thirds of the class preparation time doing drill in the language laboratory.

ACHIEVEMENT RECORD

Student progress is evaluated primarily on oral recitation in the form of drills and free conversation based on memorized material. In addition, several tests are given during the course. This student's rating is indicated by the asterisk.

<u>Unsatisfactory</u>	<u>Satisfactory</u>	<u>Excellent</u>	<u>Incomplete</u>
	3	1*	

was definitely a superior student. Her pronunciation was excellent and she had a solid command of the structure of . She was somewhat hesitant in new language situations, but she more than made up for this through diligent and profitable laboratory and home preparation.

FOR THE DIRECTOR OF TRAINING:

26 July 1962

Date

S-E-C-R-E-T  
(When filled in)



SECRET  
(When Filled In)

R. S. 4

REPORT OF TRAINING AT NON-CIA FACILITY (Forward original and 2)		DATE
TO: Director of Training	FROM: <input type="text"/>	
ATTN: Registrar		
THRU: Training Officer, SR Division	5218 K-5098	
1. INSTITUTION ATTENDED: <input type="text"/>	2. DATES OF TRAINING 10-16 June 1962	
3. DESCRIPTION OF PROGRAM (Include list of courses and a copy of grades received)		
<p><b>Technical Writers' Institute; certificate awarded</b></p> <p><b>Purpose:</b> to provide a forum where technical writers from industry and government can meet to discuss and practice writing techniques under the supervision of experienced teachers. Many of the instructors have worked closely with industry as consultants on special writing problems and training courses for technical writing. All of them have published in the field of technical writing.</p>		
4. YOUR OPINION OF THE PROGRAM (Explain strengths and weaknesses)		
<p>This was an excellent combination of classroom presentations and writing laboratories. Almost all guest speakers had a useful message to deliver. The writing encouraged is of the tight-language, pure English variety, in the three categories of informative, directive, and persuasive writing. The schedule was full, although I believe it could have been fuller. The five 2-hour workshops should be expanded to three-hour sessions. The contact with representatives of industry was especially useful for cross-fertilization purposes.</p>		
5. EXPLAIN TRAINING OBJECTIVES AND WHETHER THEY WERE MET		
<p>Four our purposes, the training objectives were (a) to see that our writing techniques in the reporting field compare favorably with those in industry, (b) to meet and become known by persons throughout the nation in the technical writing field, and (c) to learn new techniques in the field of communicating technical, scientific and engineering concepts, processes, and general information. All three objectives were met. I recommend that officers from SR/Reports and SR/Requirements-Targets, as well as analysts from SR 6, be permitted the opportunity to attend this same institute in future years. It is well worth the effort.</p>		
6. I CERTIFY THAT I ATTENDED THE TRAINING PROGRAM DESCRIBED ABOVE.		
18 JUN 1962	<input type="text"/>	
NOTE: The original will be forwarded to the Office of Personnel for inclusion, in your official file, 2 copies will be for CTR us		

**SECRET**  
(When Filled In)

1. PERSONNEL SERIAL NO. (1-6)				LANGUAGE PROFICIENCY AND AWARDS DATA		2. ID NO.
3. NAME (7-24) LAST		FIRST	MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE	6. LANG. CODE (25-27)
7. DATE OF TEST (40-51)		8. ANNIVERSARY DATE		9. GRADE	10. DATE OF BIRTH	
11. REASON FOR TAKING TEST		12. TEST SCORES				
APPLY FOR AWARD		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
ESTABLISH SKILL LEVEL		I	I	I	I	I
13. ELIGIBILITY (39)		14. TYPE OF AWARD				
A		ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)	
M		MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)		
NA			HIGH (H)			
15. INELIGIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ (40-45)		
				SIGNATURE		DATE
REMARKS				17. I CERTIFY THAT FUNDS ARE AVAILABLE		
*3 yrs. Main. (2 yrs. 4 old scale, 1 yr. 6 new scale)				OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.
				SIGNATURE		

FORM 1273  
5-60

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**SECRET**

(10-45)

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(When Filled In)

1. PERSONNEL SERIAL NO. (1-6)				LANGUAGE PROFICIENCY AND AWARDS DATA		2. ID NO.
3. NAME (7-24) LAST		FIRST	MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE	6. LANG. CODE (25-27)
7. DATE OF TEST (40-51)		8. ANNIVERSARY DATE		9. GRADE	10. DATE OF BIRTH	
11. REASON FOR TAKING TEST		12. TEST SCORES				
APPLY FOR AWARD		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
ESTABLISH SKILL LEVEL						
13. ELIGIBILITY (39)		14. TYPE OF AWARD				
A		ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)	
M		MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)		
NA			HIGH (H)			
15. INELIGIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ (40-45)		
				SIGNATURE		DATE
REMARKS				17. I CERTIFY THAT FUNDS ARE AVAILABLE		
*3 yrs. Main. (2 yrs. 4 old scale, 1 yr. 6 new scale)				OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.
				SIGNATURE		

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5-60

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**SECRET**

(10-45)

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(When filled in)

**TRAINING REPORT**

MANAGEMENT COURSE NO. 6A

40 hours, part-time

18 students

Student:

Year of birth:

EOD Date: September 1956

Grade: 1A

Office: SR

**COURSE OBJECTIVES - CONTENT AND METHODS**

The Management Course is designed to familiarize senior line and staff managers with both the theory and the practical problems of management in CIA. The underlying assumption of the course is that management development is a process of growth on the job. The course, however, enables the participants to examine their job activities in an environment where, guided by the instructors, they can critically examine their own actions, exchange ideas with managers from other components, and develop an understanding of the complex relationships that exist among the people, the pattern of organization, and the purposes of the Agency. The course approaches the problems of management in the Agency by discussing the formal and informal structures, concepts of leadership and communication, the problems of personnel management, and theories of planning and controlling. These subjects are related as closely as possible to the activities of the class members.

The content of the course is developed through lectures, case and group discussions, filmed presentations, and problem-solving exercises.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in this course.

FOR THE DIRECTOR OF TRAINING:

20 February 1961  
Date

**CONFIDENTIAL**  
(When filled in)



S-E-C-R-E-T

TRAINING REPORT

Clandestine Services Review No. 31  
60 hours, full-time      20 November - 9 December 1960      43 students

Student:       Year of birth:

ROD Date: November 1949      Grade: GS-14      Office: DDP/SR/6

**COURSE OBJECTIVES - CONTENT AND METHOD**

This course aims to develop in the Clandestine Services officers, and others, recently returned from the field an up-to-date awareness of the role of CIA in the United States intelligence community, the relations of the ID/I area with the CS and the support available from the offices of the DD/S. Recently this course has been designated as an alternate prerequisite for CIA officers nominated for certain external training.

The course is presented by lectures given by CIA officials who are directly responsible for the missions, functions, programs, and services discussed. Each lecture is usually followed by a short question period. Approximately 10 per cent of the students' time is scheduled for reading pertinent up-to-date regulations and background summaries.

**ACHIEVEMENT RECORD**

This is a certificate of attendance only; no attempt was made to evaluate student achievement in the course. This student was conscientious and regular in attendance.

FOR THE DIRECTOR OF TRAINING

CHIEF INSTRUCTOR

21 December 1960  
Date

S-E-C-R-E-T

SECRET  
TSS EVALUATION

NAME  Div. SR/5

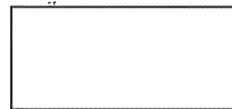
SUBJECT  Basic Familiarization

DATES TRAINED FROM 2 TO 3 December 1954

EVALUATION:

Did good work. Appears to have a good understanding of the basic principles involved. His attitude in class reflected his interest in the work.

Note: This course is only for familiarization. It does not qualify student



Please return three copies of this form to TSS/TD.

Distributions:  
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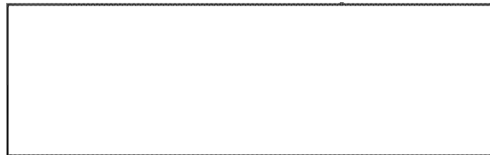
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TSS EVALUATION

NAME  Div. SR

SUBJECT Audio

DATES TRAINED FROM 29 Nov. 1954 TO 3 Dec. 1954

EVALUATION: Although lacking a background in electronics,  was able to grasp the instructions given and correctly interpret it. I feel that  would be able to correctly evaluate audio opportunities and to equip and direct such an operation with the exception of the telephone tap.  is not qualified to perform maintenance on the equipment.



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TRAINING EVALUATION

Counterespionage Course No. 20

[Redacted] Male 4-22 January 1954  
Last Sex Dates of Course

[Redacted] 10 June 1949 GS-13 DD/P/SR-5 (E)  
Date of Birth EOD Grade or Rank Office

Chief of geographic branch.

Projected Assignment or Present Position

The Counterespionage Course is a specialized course of three weeks' duration designed to expose the student to CE principles and practices and to indoctrinate him therein. The course is conducted on a seminar, round-table basis. Emphasis is placed on student participation during staff and guest lectures. Ample time is allotted for reading the extensive material provided.

Each student is required, starting mid-way in the second week, to give a presentation before the class. This hour-long presentation is based on a problem assignment given the student by the staff. Exception is made where students have the field or headquarters experience in CE or a related field; such a student is permitted to give a one-hour lecture based on specific experience. The "canned" problems are selected to test students' ability to do CE research, collate, make logical analysis, and present ideas effectively to a seminar group.

This evaluation is based primarily on the student presentation, and to a lesser degree on participation in seminar discussions when conducted by the staff.

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[REDACTED]

1. [REDACTED] ranked first in a strong group. He applied himself effectively throughout the course. His seminar contributions aided materially. He drew freely on a sound operational background and was by all odds the top student.

2. Student Presentation: [REDACTED] presented a case with which he was familiar from his own experience. It was a first-rate performance. The material was very well organized and crisply presented. So effective in fact, that [REDACTED] will be called upon to give the same discussion in subsequent CE courses.

3. In my opinion [REDACTED] is fully qualified to act as senior CE officer.

[REDACTED]  
Chief Instructor, CE Course

-2-

SECRET

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TRAINING EVALUATION

1. The official to whom this report is entrusted is personally responsible for it. Although he may, within his discretion show it to other members of his staff, the report should never be shown to the student whom it concerns.

2. The report summarizes the findings, observations, and opinions of the various instructors during the course listed only, with no reference to other facts or findings about the student. More complete data is available in the files of the Training Division and may be examined after contacting the Records and Scheduling Officer.

STUDENT'S NAME  DATE OF REPORT 2 May 1950

TRAINING COURSE Advanced Operations V DIVISION OPC/YBD GRADE OS-7

TRAINING PERIOD 27 March - 21 April 1950 PROJECTED ASSIGNMENT Asst Pol. Warfare Officer

1. PERFORMANCE RECORD. The following grades show the achievement of the student in class problems and examinations. The total possible score is broken down to indicate the relative weighting of various factors. The overall adjectival rating is based on the following scale: 0 to 59% Unsatisfactory; 60 to 79% Satisfactory; 80 to 89% Excellent; 90 to 100% Superior.

		Possible score	Achieved score
FACTS	(1) Comprehension of mission of OSO . . . . .	(40)	30
	(2) Comprehension of mission of OPC . . . . .	(40)	30
	(3) Comprehension of operational procedures . . . . .	(25)	16
	(4) Comprehension of operational policy . . . . .	(25)	16
SKILLS	(5) USSR and Communism (clandestine aspects) . . . . .	(20)	15
	(6) Evaluation of operational data . . . . .	(30)	24
	(7) Operational planning . . . . .	(30)	24
	(8) Operational mechanics . . . . .	(30)	23
	(9) Personality analysis . . . . .	(30)	21
	(10) Personality manipulation . . . . .	(30)	16
	TOTAL	(300)	215

Overall adjectival rating . . . . . Satisfactory (75%)

2. TRAIT CHARACTERISTICS RECORD. The following indicates the various personality traits as observed by the instructors during the training period. The observations include the student's participation and conduct in training as well as his reactions to various problems and situations. A scale of 0 to 10 is used, 0 indicating that the trait has not been observed, the lower numbers indicating below average, and the higher indicating above average.

	Rating
(1) Ability to get along and work with people . . . . .	6
(2) Ability to grasp instructions . . . . .	6
(3) Enthusiasm and interest in work . . . . .	6
(4) Industriousness . . . . .	7
(5) Practical intelligence . . . . .	7
(6) Astuteness . . . . .	7
(7) Adaptability . . . . .	7
(8) Effectiveness . . . . .	7
(9) Stability . . . . .	7
(10) Initiative . . . . .	7
(11) Imagination . . . . .	7
(12) Ability to handle and direct people . . . . .	7

3. COMMENT. (To be used only in cases of outstanding strengths or weaknesses)

APPROVED: \_\_\_\_\_  
CHIEF, STS

REVIEWED: \_\_\_\_\_  
CHIEF, TRO

Dist: COS  
OOP  
CAU  
Files



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TRAINING EVALUATION

1. The official to whom this report is entrusted is personally responsible for it, although he may within his discretion show it to other members of his staff, the report should never be shown to the student whom it concerns.

2. The report summarizes the findings, observations, and opinions of the various instructors during the course listed only, with no reference to other facts or findings about the student. More complete data is available in the files of the Training Division and may be examined after contacting the Records and Scheduling Officer.

STUDENT'S NAME [Redacted]  
TRAINING COURSE Staff Orientation V  
TRAINING PERIOD 9 January - 9 February 1950

DATE OF REPORT 10 February 1950  
DIVISION OPC/FBD GRADE GS-7  
PROJECTED ASSIGNMENT Assistant Political Warfare Officer

3. PERFORMANCE RECORD. The following grades show the achievement of the student in class problems and examinations. The total possible score is broken down to indicate the relative weighting of various factors. The overall adjectival rating is based on the following scales: 0 to 59% unsatisfactory; 60 to 79% satisfactory; 80 to 89% Excellent; 90 to 100% superior.

	Possible Score	Achieved Score
<u>Problems</u>		
(1) Reporting of Information.....	(30)	20
(2) Message Writing.....	(5)	4
(3) Interviews: Procurement of Information.....	(25)	14
(4) Interviews: Personality Handling.....	(25)	16
(5) Mapping and Sketching.....	(30)	26
(6) Observation and Description.....	(30)	25
<u>Objective Tests</u>		
(7) Intelligence Tools and Objectives.....	(25)	18
(8) Reporting Mechanics.....	(20)	15
(9) CIA Security Regulations.....	(10)	9
(10) USSR and Communism.....	(50)	31
TOTAL	(250)	178

Overall adjectival rating..... Satisfactory

3. TRAIT CHARACTERISTICS RECORD. The following indicates the various personality traits as observed by the instructors during the training period. The observations include the student's participation and conduct in training as well as his reactions to various problems and situations. A scale of 0 to 10 is used, 0 indicating that the trait has not been observed, the lower numbers indicating below average, the higher indicating above average.

	Rating
(1) Ability to get along and work with people . . . . .	6
(2) Ability to grasp instructions . . . . .	5
(3) Enthusiasm and interest in work . . . . .	7
(4) Industriousness . . . . .	7
(5) Practical intelligence . . . . .	7
(6) Astuteness . . . . .	7
(7) Adaptability . . . . .	5
(8) Effectiveness . . . . .	7
(9) Stability . . . . .	8
(10) Initiative . . . . .	6
(11) Imagination . . . . .	0
(12) Ability to handle and direct people . . . . .	6

3. COMMENT. (To be used only in cases of outstanding strengths and weaknesses.)

[Redacted]  
CHIEF INSTRUCTOR

APPROVED. [Redacted]  
REVIEWED. [Redacted]



SECRET

AMENDMENT TO ALLOWANCE COMMITTEE ADDENDUM  
For Staff Agent, (Thomas B. CASASIN)

Mr. Thomas B. Casasin

Dear Mr. Casasin:

Effective 25 May 1970, your current Allowance Committee Addendum, as amended, is further amended by substituting the following for sub-paragraph (B) entitled "Other Allowance Entitlements":

(B) One-Time Payment. You are herein authorized a one-time, non-taxable Agency payment of \$235 in lieu of your entitlement to reimbursement for the round-trip educational travel of your daughter from [redacted]

[redacted] Payment of this amount will be by deposit to your bank account. This payment and the fixed allowances as set out in subparagraph (A) above are in lieu of your Agency overseas allowance entitlements except that upon your return to a domestic permanent post of assignment you will be entitled to a home service transfer allowance in conformance with applicable Agency regulations.

All other provisions of your Allowance Addendum, as amended, remain in full force and effect.

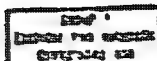
UNITED STATES GOVERNMENT

BY \_\_\_\_\_  
Contracting Officer

APPROVED:

\_\_\_\_\_  
Allowance Committee

SECRET



SECRET

ADDENDUM TO STAFF AGENT SUPPLEMENT  
For Thomas B. CASASIN, Effective 5 August 1962

Mr. Thomas B. Casasin

Dear Mr. Casasin:

The Agency Allowance Committee is authorized to modify the entitlements of a Staff Agent for cover, operational or security reasons. Based upon that authority, on 7 June 1962, the Committee made the following determinations which will apply to your Agency overseas assignment in [redacted] under [redacted]. These determinations supersede and modify any provisions of your present Staff Agent Supplement which conflict therewith:

(a) Fixed Allowance. Effective the day of your return to [redacted] you are herein authorized a non-accountable, non-taxable fixed allowance calculated at the rate of \$7,580 for the following year, i.e., for a one year period. If required, advances may be granted by an Agency authorizing official. This fixed allowance is in lieu of your Agency overseas allowance entitlements except that upon your return to a domestic permanent post of assignment you will be entitled to a home service transfer allowance in conformance with applicable Agency regulations. Agency fixed allowances are also in lieu of entitlements to (1) reimbursement for the overseas operational use of your POV and common carriers in and around [redacted] and (2) storage of your HHE. Quarters will not be furnished you by the Government or by your cover facility during the period covered by these fixed allowances.

(b) Exemption from Offset. During this one year period of your overseas assignment, you are herein authorized to retain, without offset, the housing and cost-of-living allowances of your cover facility.

(c) Requirement of Certification. You agree to certify, when requested, that payments made to you as set forth herein have been expended for the purpose for which made and have not accrued to your personal advantage or enrichment. You will repay any amount for which you cannot provide such a certification. You understand that you are not required to make financial accountings for amounts received under (a) above.

UNITED STATES GOVERNMENT

BY \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Allowance Committee

ACKNOWLEDGED:

\_\_\_\_\_  
Thomas B. Casasin

Supplement to Staff Agent Personnel Action

For Thomas B. Casasin Effective 5 AUG 1957

Mr. Thomas B. Casasin

Dear Mr. Casasin:

In view of your contemplated cover assignment, you have been designated a Staff Agent. The purpose of this Supplement is to call your attention to existing policies which are particularly material to you while you are so designated and to set forth certain rights and obligations incident to your status as an appointed employee.

1. Payroll Administration. As indicated in your Staff Agent Personnel Action, your present salary and grade are \$13,510 and GS-31<sup>6</sup> respectively, and you are entitled to receive the salary, allowances and other benefits applicable thereto, however, certain procedural variations will be followed to preserve the security of your cover position.

(a) The gross emoluments that you receive from your cover activities will be retained by you as an offset against the gross emoluments due you from this organization. If, except as provided in paragraph 4 below, your cover emoluments ever exceed those due you as a Staff Agent, the overage is to be remitted to this organization on a monthly basis, unless a different period is specified.

(b) Your Federal income taxes will be withheld and reported in conformance with HR 70-33 or any subsequent regulations or procedures promulgated by this organization. For your information, this organization shall withhold from the gross payments due you, Federal income taxes in an amount which, when added to the income taxes withheld by your cover facility, will equal the tax withholdings normally made from your gross taxable compensation with this organization. If there is no differential or if it is insufficient, you will be required to make tax remittances in conformance with HR 20-661-1. Also, that resuance together with R 30-720 covers the procedures to be followed in order to receive reimbursement for foreign income taxes imposed upon you.

(c) This organization will deduct from the gross payments due you an amount equivalent to six and one half per cent (6 1/2%) of your gross salary for contribution to the Civil Service Retirement Fund. This amount will be deducted from the differential due you by this organization. If there is no differential or if it is insufficient, you will be required to make direct remittances to this organization in satisfaction of the required contributions.

(d) If permanent quarters are not furnished, your quarters allowance will be granted at the maximum rate established for your post of assignment, family status and grade. No accounting for this allowance will be required.

If your position requires that you make contribution to the Social Security Fund, such contributions will be at your expense. However, involuntary contributions for cover facility programs, such as insurance and retirement, may be considered items of expense to this organization, and in



SECRET

CONTRACT INFORMATION AND CHECK LIST			DIVISION	
<small>INSTRUCTION: Use R 20-1000 and R 20-1002 for guidance. Complete all items, inserting "NA" when space is not applicable. Forward original and two copies for preparation of contract.</small>			TELEPHONE EXTENSION For Contract Info	
SECTION I GENERAL			DATE 7 July 1968	
1. NAME <b>Thomas B. CASASIS</b>	2A. PROJECT <b>RA</b>	3. ALLOTMENT NO. <b>3254-1A3-1000</b>	4. SLOT NO. <b>2-0</b>	
5. PREVIOUS CIA PSEUDONYM OR ALIASES		8. INDIVIDUAL HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If yes, describe and include dates and salary.) <b>Staff Employee since 1949</b>		
7. SECURITY CLEARANCE (Type and date) <b>SI</b>	2A. MEDICAL CLEARANCE <input type="checkbox"/> REQUIRED <input checked="" type="checkbox"/> INITIATED <input type="checkbox"/> NOT REQ'D	9. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT" YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		10. PROPOSED CATEGORY (Contract agent, contract employee, etc.) <b>Staff Agent</b>		
SECTION II PERSONAL DATA				
11. CITIZENSHIP <b>U.S.</b>	12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN <input type="checkbox"/> YES <input type="checkbox"/> NO	13. AGE <b>38</b>	14. DATE OF BIRTH (Month, day, year)	
15. LEGAL RESIDENCE (City and state or country) <b>Alexandria, Virginia</b>		16. CURRENT RESIDENCE (City and state or country) <b>Alexandria, Virginia</b>		
17. MARITAL STATUS (Check as appropriate) <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DECEASED <input type="checkbox"/> ANNULLED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED				
18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE: <b>Three - Wife, Daughter, Daughter</b>		19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RELATIONSHIP:		
SECTION III U.S. MILITARY STATUS				
20. RESERVE <b>NA</b>	21. VETERAN <b>Yes</b>	22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat)		
23. BRANCH OF SERVICE <b>U. S. ARMY</b>	24. RANK OR GRADE	25. DRAFT ELIGIBLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	26. DRAFT DEFERMENT OBTAINED BY CIA <input type="checkbox"/> YES <input type="checkbox"/> NO	
SECTION IV COMPENSATION				
27. BASIC SALARY <b>Pay entitlements equating to GS-14 (step 5) including promise pay</b>	28. POST DIFFERENTIAL	29. COVER (Breakdown, if any)		30. FEDERAL TAX WITHHOLDING COVER: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO CIA: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SECTION V ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)				
31. QUARTERS <b>In accordance with regulations</b>	32. POST	33. OTHER		
34. COVER (Breakdown, if any)				
SECTION VI TRAVEL				
35. TYPES <input checked="" type="checkbox"/> SPEC <input type="checkbox"/> DOMESTIC OPERATIONAL <input type="checkbox"/> FOREIGN OPERATIONAL			36. WITH DEPENDENTS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
37. HME TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	37A. HME TO BE STORED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	38. PERSONAL VEHICLE TO BE SHIPPED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH <b>Wife, U. S. Citizen, 42</b> <b>Daughter, U. S. Citizen</b> <b>Daughter, U. S. Citizen</b>				
41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH <input checked="" type="checkbox"/> CIA REGULATIONS <input checked="" type="checkbox"/> COVER POLICIES AND PROCEDURES				
SECTION VII OPERATIONAL EXPENSES				
42. PURCHASE OF INFORMATION <b>As authorized</b>	43. ENTERTAINMENT <b>As authorized</b>	44. OTHER <b>As authorized</b>		
45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH				

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)		CASE OFFICER	DIVISION																																														
NOTE: SEE INSTRUCTIONS ON FIRST SHEET.		[ ]	[ ]																																														
SECTION VIII OTHER BENEFITS		TELEPHONE EXTENSION	DATE																																														
48. BENEFITS (See R 20-613, R 20-620, R 20-670, R 20-1000, and HB 20-620-1, HB 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)		[ ]	7 July 1962																																														
<b>All Staff Employee Benefits</b>																																																	
SECTION IX COVER ACTIVITY																																																	
47. STATUS (Check)	PROPOSED <input type="checkbox"/> ESTABLISHED	48. TYPE (Check)	PROPRIETARY <input type="checkbox"/> SUBSIDIZED																																														
		CULTURAL <input type="checkbox"/> EDUCATIONAL	COMMERCIAL <input type="checkbox"/> MILITARY																																														
		TRANSPORT <input type="checkbox"/> OTHER																																															
49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS																																																	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL																																																	
SECTION X OFFSET OF INCOME																																																	
50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.)																																																	
<input checked="" type="checkbox"/> TOTAL <input type="checkbox"/> PARTIAL <input type="checkbox"/> NONE																																																	
SECTION XI TERM																																																	
51. DURATION	52. EFFECTIVE DATE	53. RENEWABLE																																															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">DAYS</td> <td style="width: 25%;">MONTHS</td> <td style="width: 25%;">YEARS</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	DAYS	MONTHS	YEARS					<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO																																									
DAYS	MONTHS	YEARS																																															
54. TERMINATION NOTICE (Number of days)		55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION																																															
		<input type="checkbox"/> YES <input type="checkbox"/> NO																																															
SECTION XII FUNCTION																																																	
56. PRIMARY FUNCTION (CI, FI, PP, other)																																																	
<b>FI and CA</b>																																																	
SECTION XIII DUTIES																																																	
57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED																																																	
<p>Handling and supervision of field agents already recruited.          Spotting, assessment and development of agent candidates or projects.          Recruitment of agent candidates outside France when necessary.          Clerical support of own and other station operations.</p>																																																	
SECTION XIV QUALIFICATIONS																																																	
58. EXPERIENCE																																																	
<p>Photographic equipment salesman          Newspaper assistant <del>EDITOR</del> editor          Assistant to planning division of housing authority of a major city          Operations Officer for past 12 years</p>																																																	
59. EDUCATION (Check Highest Level Attained)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">GRADE SCHOOL</td> <td style="width: 25%;">HIGH SCHOOL GRADUATE</td> <td style="width: 25%;">TRADE SCHOOL GRADUATE</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="font-size: x-small;">BUSINESS SCHOOL GRADUATE</td> <td style="font-size: x-small;">COMMERCIAL SCHOOL GRADUATE</td> </tr> <tr> <td colspan="2"><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="font-size: x-small;">COLLEGE (No degree)</td> <td style="font-size: x-small;">COLLEGE DEGREE</td> </tr> <tr> <td colspan="2"><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="2"></td> <td style="font-size: x-small;">POST GRADUATE</td> </tr> <tr> <td colspan="2"></td> <td><input type="checkbox"/></td> </tr> </table>	GRADE SCHOOL	HIGH SCHOOL GRADUATE	TRADE SCHOOL GRADUATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUSINESS SCHOOL GRADUATE		COMMERCIAL SCHOOL GRADUATE	<input type="checkbox"/>		<input type="checkbox"/>	COLLEGE (No degree)		COLLEGE DEGREE	<input type="checkbox"/>		<input checked="" type="checkbox"/>			POST GRADUATE			<input type="checkbox"/>	MA    PhD																							
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60. LANGUAGE COMPETENCY (Check Appropriate Degree Competency)	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th rowspan="2">LANGUAGE</th> <th colspan="3">SPEAK</th> <th colspan="3">WRITE</th> <th colspan="3">READ</th> </tr> <tr> <th>FLUENT</th> <th>AVERAGE</th> <th>POOR</th> <th>FLUENT</th> <th>AVERAGE</th> <th>POOR</th> <th>FLUENT</th> <th>AVERAGE</th> <th>POOR</th> </tr> <tr> <td rowspan="3">[ ]</td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	LANGUAGE	SPEAK			WRITE			READ			FLUENT	AVERAGE	POOR	FLUENT	AVERAGE	POOR	FLUENT	AVERAGE	POOR	[ ]		X			X			X			X			X			X											61. INDIVIDUAL'S COUNTRY OF ORIGIN
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	FLUENT	AVERAGE	POOR	FLUENT	AVERAGE	POOR	FLUENT	AVERAGE	POOR																																								
[ ]		X			X			X																																									
		X			X			X																																									
			USA																																														
62. AREA KNOWLEDGE																																																	
<p>[ ] Western Europe thru residence, study and travel</p>																																																	
SECTION XV EMPLOYMENT PRIOR TO CIA																																																	
63. GIVE INCLUSIVE DATES, POSITION TITLE OR TYPE WORK, SALARY AND REASON FOR LEAVING																																																	
<p>Newspaper assistant editor - \$2,100          Assistant to planning division of housing authority \$3,100</p>																																																	
SECTION XVI ADDITIONAL INFORMATION																																																	
64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)																																																	
APPROVAL																																																	
DATE	TYPED NAME & SIGNATURE OF REQUESTING OPERATING OFFICIAL	DATE	TYPED NAME & SIGNATURE OF CONTRACT APPROVING OFFICER																																														
	[ ]																																																

SECRET  
(When Filled In)

REQUEST FOR MEDICAL EVALUATION		1. DATE OF REQUEST
2. NAME (Last, First, Middle)		3 April 1960
3. POSITION TITLE		4. GRADE
Staff Agent		GS-15
5. OFFICE, DIVISION, BRANCH		6. EMPLOYEE'S EXT.
DDP/SUB		6913
7. PURPOSE OF EVALUATION		
<input type="checkbox"/> PRE-EMPLOYMENT	<input type="checkbox"/> HQV/TDY	<input checked="" type="checkbox"/> OVERSEAS ASSIGNMENT <b>Home leave &amp; return to Station</b>
<input type="checkbox"/> ENTRANCE ON DUTY	<input type="checkbox"/> RETURN FROM OVERSEAS	
<input type="checkbox"/> TDY STANDBY	RTD <b>October 1967</b>	
<input type="checkbox"/> SPECIAL TRAINING	STATION	
<input type="checkbox"/> ANNUAL	TDY	
<input type="checkbox"/> RETURN TO DUTY	TYPE OF COVER <b>PCS</b>	
<input type="checkbox"/> FITNESS FOR DUTY	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 97) ATTACHED <b>three</b>	
<input type="checkbox"/> MEDICAL RETIREMENT	NO. OF DEPENDENTS' REPORTS OF MEDICAL HISTORY (SF 97) ATTACHED <b>3</b>	
8. OVERSEAS PLANNING EVALUATION (One block must be checked)		
<input checked="" type="checkbox"/> YES	9. REQUESTING OFFICER	
<input type="checkbox"/> NO	SIGNATURE	
ROOM NO. & BUILDING <b>4-B-01</b>		E/PERS
		EXT. <b>6913</b>

10. COMMENTS	
MEDICALLY QUALIFIED FOR PROPOSED PCS	
Medical statements from a private physician is attached.	
11. REPORT OF EVALUATION	
SPERRY PRESTON	
DATE	SIGNATURE FOR CHIEF OF MEDICAL STAFF
69 21 74	

<b>DISPATCH</b>		CLASSIFICATION <b>S E C R E T</b>	PROCESSING ACTION
TO Chief, European Division			MARKED FOR INDEXING
INFO			NO INDEXING REQUIRED
FROM Chief of Station, [redacted]			ONLY QUALIFIED DESK CAN JUDGE INDEXING
SUBJECT Admin/Personnel/Medical Dependents of Thomas B. CASASTIN			MICROFILM
ACTION REQUIRED - REFERENCES			
<p>Reference: OFPS-10932</p> <p>CASASTIN's dependents took physical examinations at the American Hospital [redacted] on 20 February. Since, because of his cover there could be no LMIARP connection, CASASTIN's dependents made arrangements for their physicals as private citizens, on the pretense that they required statements that they were in good health in order to obtain insurance. Obviously, forms 88 were not prepared; the attached certificates of good health and freedom from contagious disease are all that is normally given to private individuals [redacted] We hope they suffice.</p> <div style="border: 1px solid black; width: 200px; height: 50px; margin: 10px auto;"></div> <p>Attachment - U/S/C via TNP As Stated Above</p> <p>Distribution: 3-Chief, Eur-Div w/att usc-tnp</p> <p style="text-align: right;"><i>Attache + copy of w/154 and 222 16 p 1/2</i></p>			
CROSS REFERENCE TO [redacted]	DISPATCH SYMBOL AND NUMBER [redacted]-13839	DATE 11 March 1968	
	CLASSIFICATION <b>S E C R E T</b>	HQS FILE NUMBER	



S E C R E T

Chief of Station, [redacted]

Chief, EUR  
Administrative/Personnel/Medical  
Dependents of Thomas B. CASASIN

The Office of Medical Services has advised that Thomas B. CASASIN's dependents did not take physical examinations prior to their PCS return [redacted]. So that CASASIN's dependents may be fully covered under the Overseas Medical Program, it is essential that arrangements be made for their physicals to be taken in the field and the results forwarded to Headquarters as soon as possible.

[redacted]

DISTRIBUTION:

3-CCS, [redacted]

20 OCT 1967

OYPS-10932

S E C R E T

1-E/REG  
1-E/PERS  
1-CMS  
1-E/F

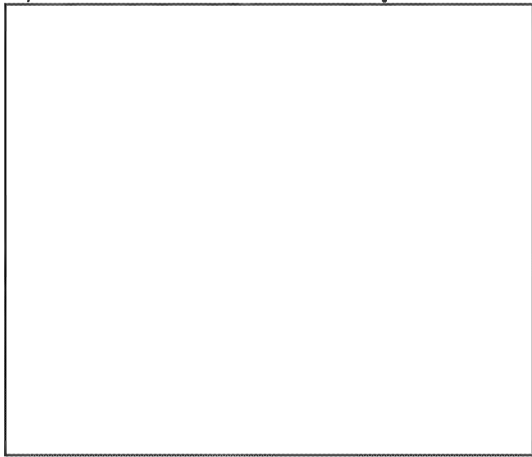
[redacted]

REF

6913

CMS

C/E/F



SECRET  
(When Filled In)

OFFICIAL USE ONLY (until filled in)

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING TYPE OR PRINT AVOID USING LIGHT COLORED INKS

SECTION I BIOGRAPHIC AND POSITION DATA

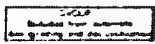
1 EMP SER NO 006102	2 NAME Last First Middle CASASIN THOMAS B (P)	3 SER W	4 DATE OF BIRTH 01/20/24	5 SCHEDULE/GRADE/STEP GS-13-06
6 SO D	7 POSITION/TITLE CRS OFFICER	8 OFFICE OF ASSIGNMENT WE	9 LOCATION (Country, City)	

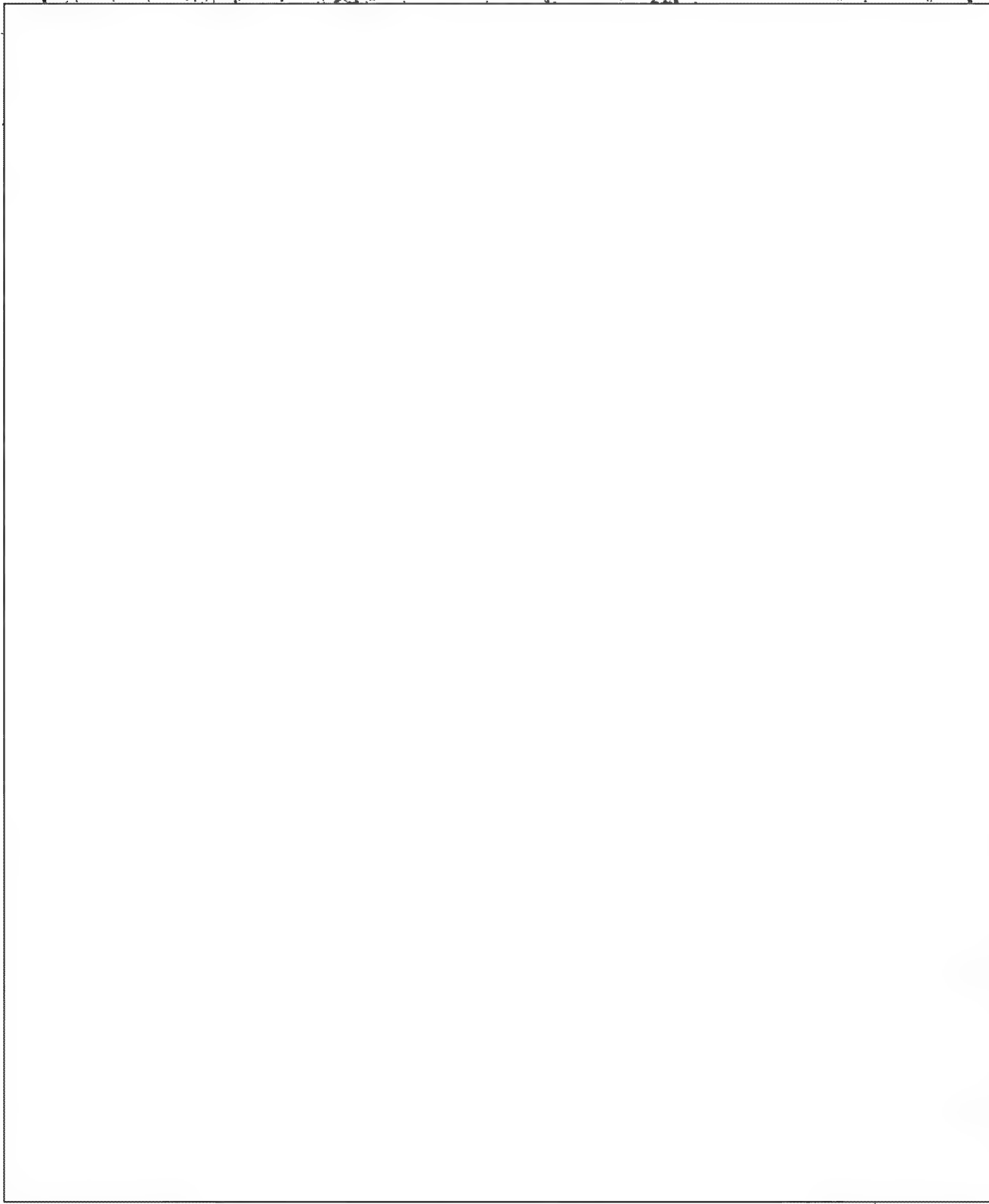
SECTION II AGENCY OVERSEAS SERVICE

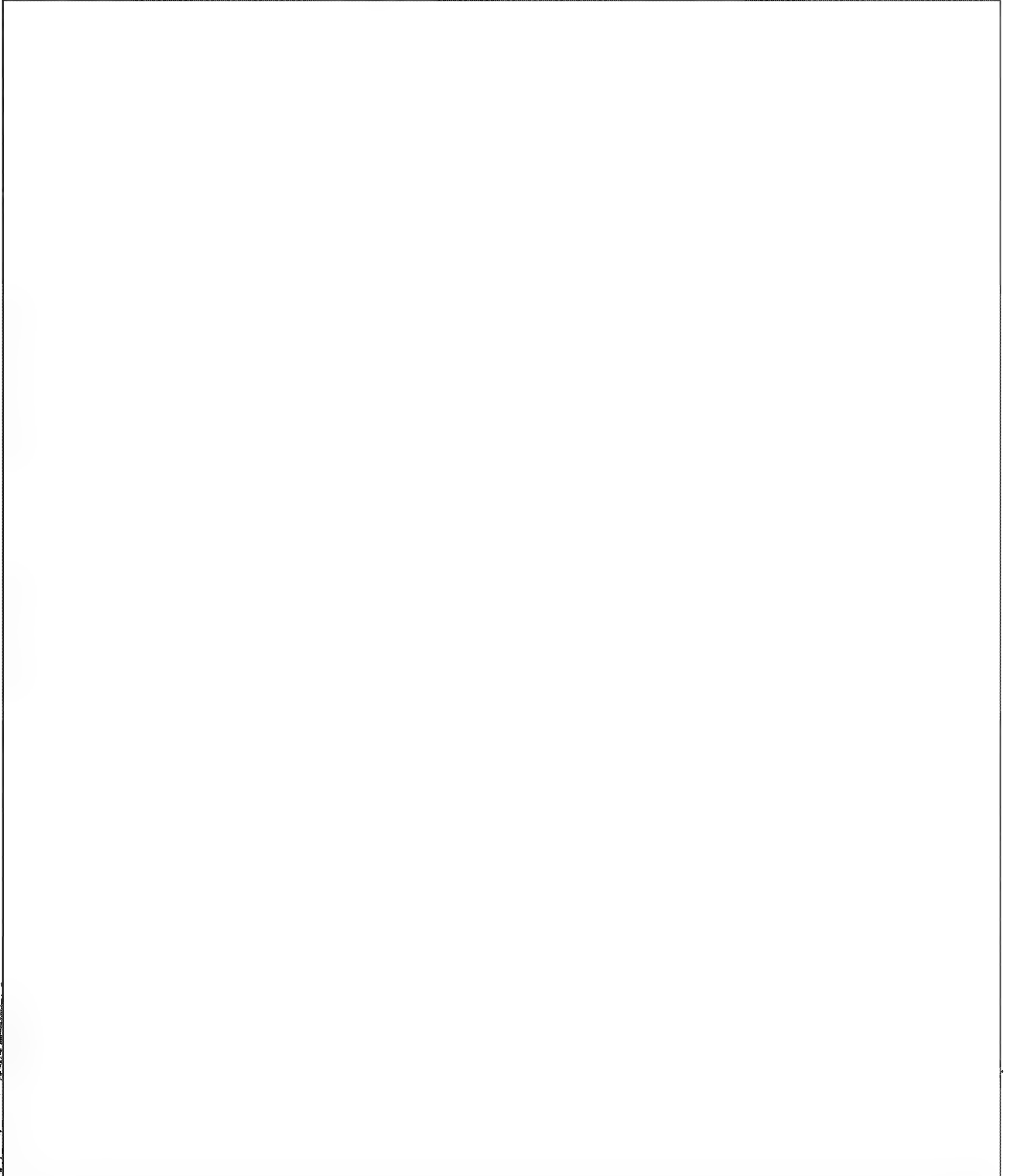
AREA	TYPE TOUR	FROM	TO
	TDY-60	50/07/01	50/09/01
	TDY-60	52/07/01	52/10/01
	TDY-60	53/06/01	53/07/01
	PCS-VV	55/02/17	60/06/24

SECTION III EDUCATION

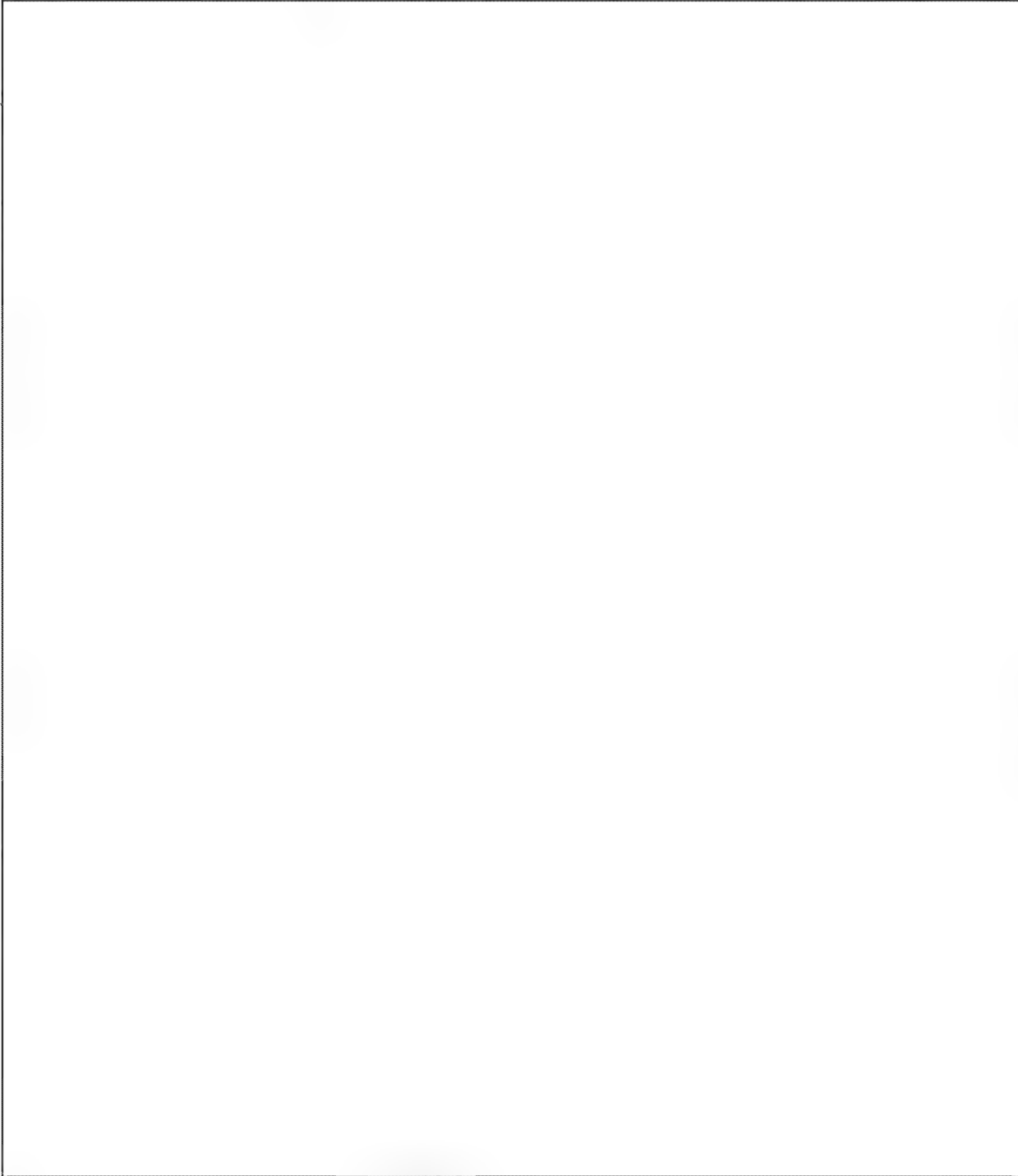
DEGREE	MAJOR FIELD	COLLEGE	YEAR
BACH	LINGUISTICS, GENERAL	HIGH UNIV.	45



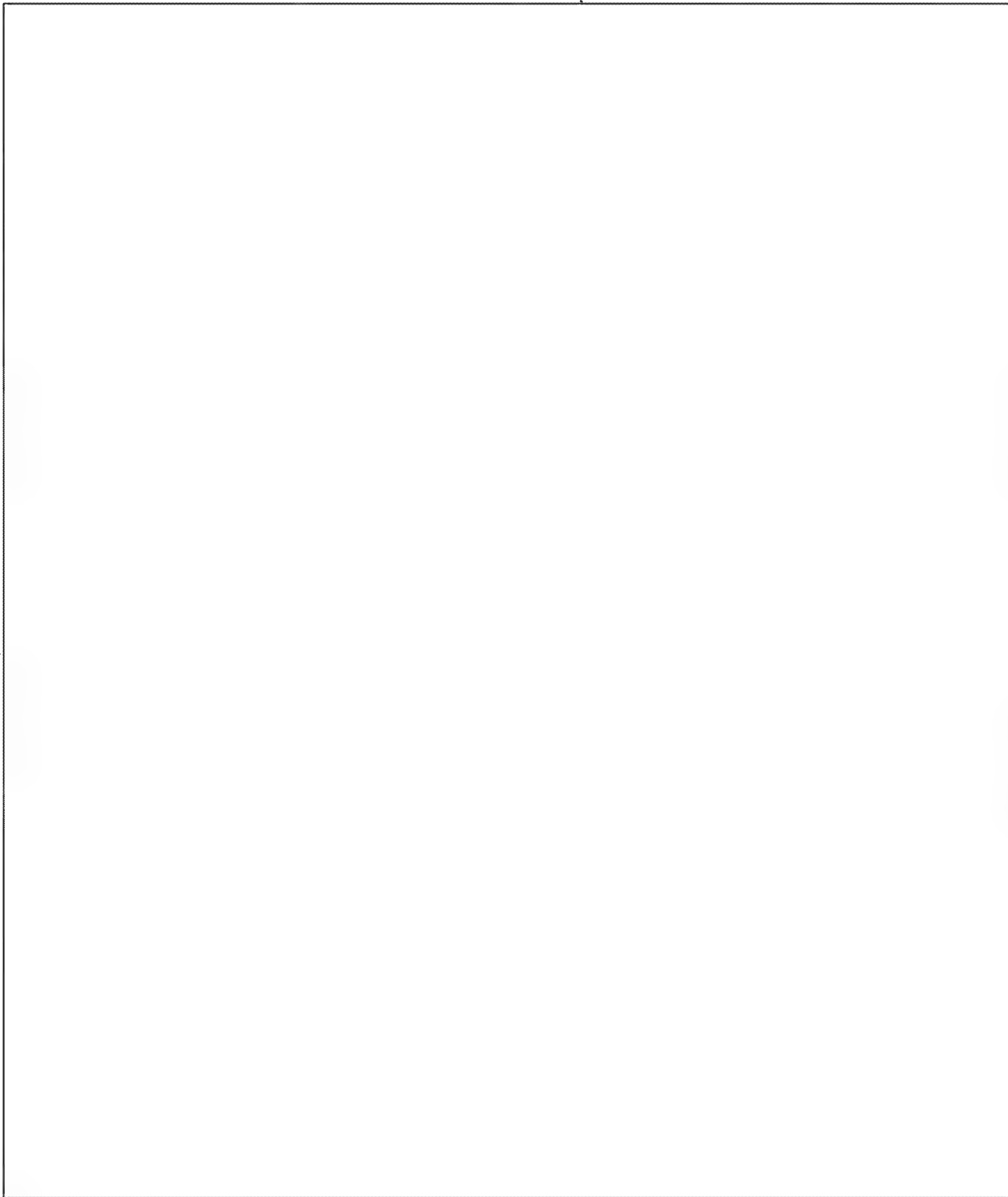




~~SECRET~~



RYBAT



1 February 1962.

SR/SS  
M. J. RIBON

MEMORANDUM FOR: Central Cover Group [redacted]  
VIA : SR/SS  
SUBJECT : Cover requirements for Thomas B. CASASIN (F)

1. Information keyed to your format [redacted] Request for Individual\* is transmitted herewith.

2. SR would like to have a durable, permanent cover established for Thomas B. CASASIN as quickly as possible. CASASIN is presently a staff employee in Headquarters. He will be available to develop and undertake cover preparations as soon as Cover Group has completed the necessary arrangements.

3. It will be convenient for CASASIN to discuss cover plans and preparations with you whenever you wish. [redacted] (ext. 3839) will serve as Headquarters case officer and will be pleased to provide any supplementary information you may require.

[redacted]  
Chief, SR/2

Attachment:  
As stated in Para 1, 2 cy



**SECRET**  
(When Filled In)

1. PERSONNEL SERIAL NO. (4)		LANGUAGE PROFICIENCY AND AWARDS DATA				2. LB NO.
10100						
3. NAME (7-24) LAST		FIRST	MIDDLE	4. OFFICE OR DIVISION	5. LANGUAGE	6. LANG. CODE (25-27)
				SR		379
7. DATE OF TEST (40-51)		8. ANNIVERSARY DATE		9. GRADE	10. DATE OF BIRTH	
Mar. 5, 1960		Mar. 5, 1953		14	Jan. 20, 1924	
11. REASON FOR TAKING TEST		12. TEST SCORES				
APPLY FOR AWARD		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
ESTABLISH SKILL LEVEL					I	I
13. ELIGIBILITY (39)		14. TYPE OF AWARD				
A	ACHIEVEMENT (A)	ELEMENTARY (E)	READING (R) SPEAKING (S)		BASED ON TRAINING THAT WAS	
M	MAINTENANCE (M)	INTERMEDIATE (I)	COMPREHENSIVE (C)		DIRECTED (D) OR VOLUNTARY (V)	
NA		HIGH (H)				
15. INELIGIBLE (REASON)				16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF \$ 100.00 (40-43)		
				SIGNATURE		DATE
				17. I CERTIFY THAT FUNDS ARE AVAILABLE		
REMARKS				OBLIGATION REF. NO.		CHARGE ALLOTMENT NO.
				SIGNATURE		

FORM 1273  
3-60

OBSELETE PREVIOUS  
EDITIONS

**SECRET**

(10-43)

TLO COPY

UNITED STATES GOVERNMENT

# Memorandum

TO : Mary  
E/Pers.

DATE: 3 October 1967

FROM : Registrar/OMS

SUBJECT:

Subject has been evaluated by OMS and found to be qualified  
for proposed assignment.

ASSISTANT REGISTRAR

UNITED STATES GOVERNMENT

# Memorandum

TO : Mary  
E/Pers.

DATE: 3 October 1967

FROM : Registrar/OMS

SUBJECT: Dependents of

No medical disposition. Dependents will be evaluated when  
physicals are received.

ASSISTANT REGISTRAR

SECRET

9 September 1960  
File No. 5-128

MEMORANDUM FOR: Chief, IT  
ATTENTION : Security Officer  
SUBJECT : [REDACTED] Cover Backstop  
REFERENCE : Para 1322, dated 9 September 1960.

1. In compliance with above reference, official cover backstopping which utilizes the [REDACTED]

---

has been established for the above-named individual. All information concerning this cover arrangement is available in the Official Cover and Liaison Section, CCD.

2. It is requested that OCL/CCD be notified when this cover arrangement is no longer required. Any changes in the Subject's Headquarters status should be coordinated with this office for the determination of need for continued documentation and cover.

3. Subject has been issued Unit ID Card No. [REDACTED] for domestic use only. In accordance with arrangements made with Offices of Security and Personnel, the above documentation will be picked up by a CPB representative for any individual making a FCS move from Headquarters or an overseas TDY trip. In the case of the FCS traveler, CPB will return this documentation to OCL/CCD for disposition. For the TDY traveler, this documentation will be retained by CPB and returned to the TDY traveler upon completion of the trip. In the event of a resignation from the Agency, OCL/CCD will obtain the documentation from the employee at the time of the employee's debriefing conference.

[REDACTED]  
Chief, Official Cover & Liaison, CCD

cc: Personnel Security Division,  
Office of Security

SECRET

A. General Information

[Redacted]

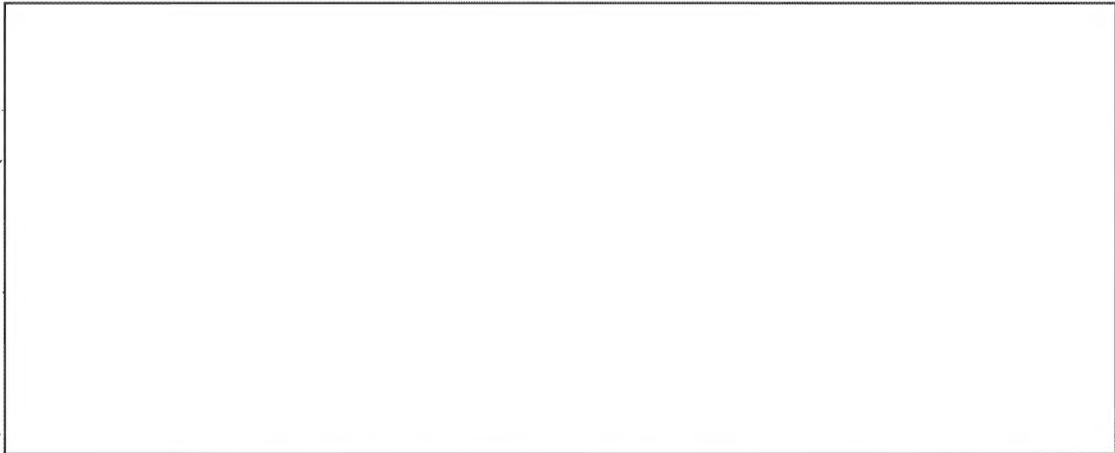
- (2) Staff employee, GS-14, Step 5; total compensation under cover should be publicly within range of current actual compensation.
- (3) Employee: fully cleared; wife previously had CSA for contract work in [Redacted] not overtly affiliated with CIA [Redacted] Spouse is aware of employee's status.
- (4) Medical status OK
- (5) Employee has had psychological assessment and technical interviews. Results presumably satisfactory.

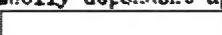
[Redacted]

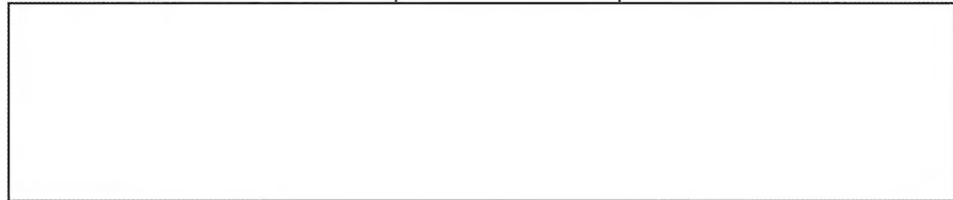
- (7) New cover can be assumed at any time.
- (8) Proposed departure date overseas is roughly summer 1962, but is flexible.
- (9) SR/Support and SR/OCA funds will be available to support any operational expenses and financial commitments made to the cover organization.

B. Biographic Information

[Redacted]

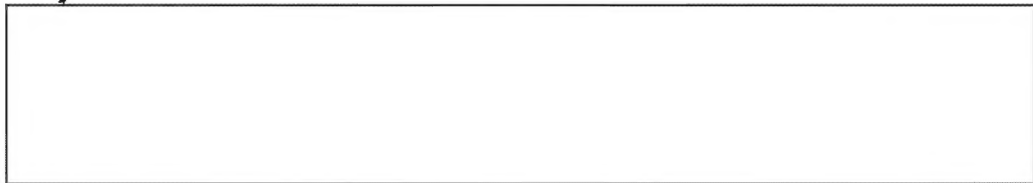


- (6) Objective personality evaluation: An exceedingly well-equipped operations officer, combining an excellent knowledge of the target area and of the base country with proven operational know-how and a mature, dynamic, self-confident personality. Has a great facility to express himself in writing and orally. Very effective in dealing with people on various levels, poised and businesslike.
- (7) Financial status: almost wholly dependent upon job income. Outstanding debt is mortgage on house 



C. Security Considerations

- (1) Employed by CIA 12 years and two months. Security approval is TOP SECRET dated 10 June 1949.
- (2) Employee will know specifically of CIA interest.
- (3) Employee has had normal staff employee access to CIA buildings.



SECRET

-3-

[Redacted]

(6) There are no other known problems bearing on security.

[Redacted]

(8) After the forthcoming tour, it is hoped that the employee will be able to continue in a [Redacted] cover capacity, or convert to the most appropriate official cover dictated by operational and administrative planning needs.

(9) This is a request for permanent cover.

[Redacted]

D. Operational Information

(1) Type of Operation

FI-CA management of large group of agents earlier recruited by others for REDWOOD purposes, including termination of marginal assets.

Spotting, assessment, and reporting potential new recruits.

Recruitment of agent-candidates outside the country of assignment when necessary.

Clandestine support and communications of own and others' operations.

Other tasks set out by Station, within cover and time-available capability.

(2) Location

[Redacted]

SECRET

-4-

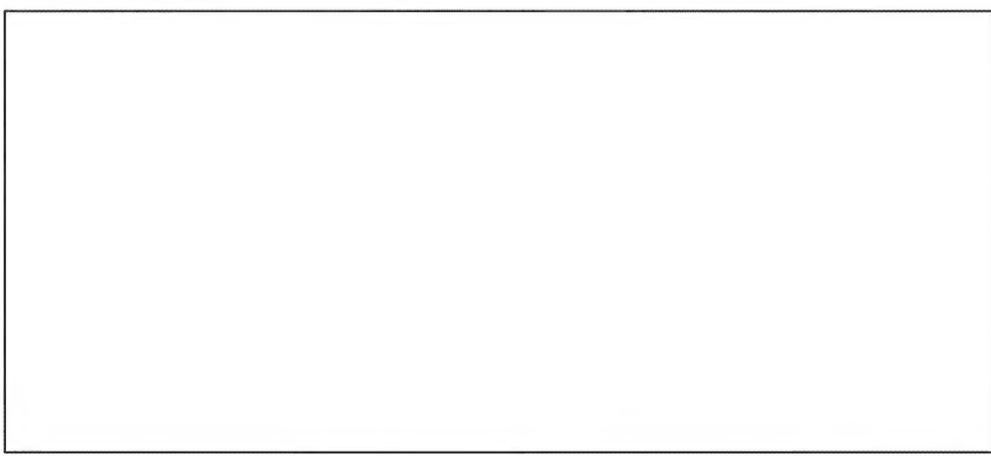
(3) Employee should be relatively free to travel on short trips to nearby countries of Western and Middle Europe. Times and intervals will probably be dictated by

(4) Special groups the employee should be able to contact

Although it is not essential, it would be desirable if the employee's cover permitted him to initiate and maintain contacts in the scientific, technological, commercial and engineering fields.

(5) Income directly attributable to cover should be in the range of \$10,000 per annum, with supplementary income attributable to commissions, retainers, piece work fees, personal resources, etc.

(6) Employee should be able to devote upward of 30 hours per week to operational duties.



SECRET